

Youth Rehabilitation & Treatment Center - Geneva

YOUTH RULEBOOK

(Revised June 2017)

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This Rulebook is provided to you
in the English language.

If you have a problem reading or understanding the
Rulebook due to a reading disability, a physical
handicap, or don't understand English, please tell a
staff member so that we may provide the help that you
need.

Este reglamento se le es entregado
a usted en inglés.

Si usted tiene algún inconveniente al leer o
comprender el reglamento a causa de una discapacidad
para la lectura, discapacidad física o si usted no
entiende inglés, por favor comuníquese a un
miembro del personal para que le podamos
proporcionar la ayuda que usted necesita.

Youth Rehabilitation & Treatment Center
855 North 1st Street
Geneva, NE 68361-3101
(402) 759-3164

Welcome,

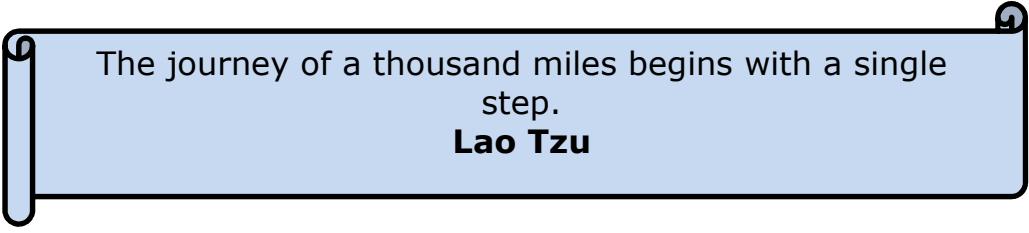
This handbook has been designed to acquaint you with the major rules, policies, and treatment program at the facility. Please read it carefully.

During your stay, you will be challenged with many things. You will never know your full potential unless you have the opportunity of meeting challenges and the feeling of success. You will be redirected for misbehavior and held responsible for your actions. When staff members correct you, it is for your own benefit. They care about you and want you to be successful.

Be patient. All of the things you will need to learn cannot be done immediately. Each improvement that you make will lead you up the path to a brighter future. Remember, every journey has a first step forward. I wish you well as you move forward.

Daniel L. Scarborough
Facility Administrator

ORIENTATION



The journey of a thousand miles begins with a single step.

Lao Tzu

ORIENTATION

Upon your arrival at the Youth Rehabilitation & Treatment Center – Geneva (YRTC-G), you will enter our orientation cottage (Burroughs Cottage). You will meet with various staff members who will be visiting with you about your background history, begin teaching you our rules, and completing various assessments and screenings with you. You will be given this rulebook so you can begin learning about our program and the opportunities you will have.

You will have an opportunity to call your parents/guardians when you arrive, and we will send them a Parent Handbook that outlines all of our rules, including when they can visit, write, what items they can bring for you, how the phone system works, and information about all of the things you will be doing during your stay. We also ask them for medical information about you, to fill out a survey about you, and what they would like to see you receive help with.

When you arrive, you will enter our orientation program. The orientation program lasts approximately two weeks. During this time, staff members will be conducting orientation classes on the expectations, rules, and regulations of the Youth Rehabilitation & Treatment Center – Geneva. You will also learn about the treatment program, group sessions, and the group meeting process, as well as the many other treatment components available to you.

During orientation, you will have a tour to help you become familiar with the campus. You will have a chance to see the school and learn where different classes meet, will view the cottages for committed girls, and will tour the clothing room, the Chapel, the cafeteria, and the storm cave. Your tour guide will answer questions regarding the tour.

You are not allowed any personal items while in the orientation cottage, but may have personal items once you move to your permanent cottage. (See Personal Property section of this manual.) We will provide you with anything you need until you can have your personal items.

Upon the completion of your orientation and classification, you will be moved to your permanent cottage, usually within 2-4 weeks. If you do not complete orientation, a delay may occur to begin your programming.

CLASSIFICATION

Classification is a process that prepares you to begin your journey. Classification will occur within approximately two weeks after your arrival at the YRTC-G. To prepare you for classification, a Social Services staff member will complete a background history on you that includes information on your family, school, law and probation violations, previous interventions, and other issues such as drug and alcohol problems and abuse issues. You will be asked to complete a life story and a personal questionnaire to aid in this process. We will also be contacting places that you were previously at and asking your parents/guardians for input. When the background history is completed, it will be presented to the Classification Committee.

The Classification Committee meets weekly and includes the Facility Operating Officer, Principal, Social Services staff, and Clinical Psychologist. After the presentation of your history, the Committee will assign you to a treatment group. Any specialized counseling that you request or that the Committee thinks is necessary will also be assigned at that time. You may appeal any Classification Committee's decision regarding you through the grievance process. You may also write to the Classification Committee at any time throughout your commitment to request your program be reviewed.

PERSONAL PROPERTY

PERSONAL BELONGINGS

You are allowed to have personal items, subject to the limitations listed below. When you need to purchase personal items and have sufficient money in your account, a staff member in your cottage will do shopping for you, usually once a month. You are to submit a list of personal items you want to purchase to your cottage supervisor for approval. Check with your cottage staff for specific rules and procedures.

Family members may bring personal items (on the approved list) for you or may purchase these items for you during off-campus visits. If you do purchase your own personal items, please remember that they need to be **non-flammable and non-toxic**.

Items sent to you or purchased for you must come in plastic containers in order to reduce breakage. All empty boxes, bottles, jars, etc. will be thrown away because of limited storage space. **No sprays (aerosol or pump) are allowed.**

The following hygiene items are furnished by the facility: shampoo, conditioner, hair gel, body wash, lotion, facial cleanser, toothbrush, toothpaste, tampons, and sanitary pads.

While you are at the YRTC-G, you may not share, give, loan or borrow any personal property, such as toiletry articles, snacks, watches, jewelry, any item of clothing, books, magazines, journals, drawings, coloring items, photos, mail, make-up, or yarn. You may also not loan any items issued to you by the State for your use, e.g. school clothing. The purpose of this rule is to eliminate any arguments about the return of loaned items and responsibility for damage to items that might be loaned. You may also not give out or receive personal home addresses, phone numbers, e-mail addresses, or other forms of social media.

CLOTHING

Standard Issue Clothing

YRTC-G youth wear standard issued state clothing in the cottage and at school. Shortly after your arrival, you will be issued the following clothing:

School Wear:	2 pairs of pants—1 black and 1 navy 2 burgundy polo shirts 1 pair of khaki shorts (shorts worn from April 15th thru November 15th only) 2 crew neck sweatshirts (navy or black) 1 pair of navy shorts (for PE class only) 1 navy T-shirt (for PE class only)
Undergarments:	3 bras or 1 bra and 2 white or light gray sports bras 5 pairs of ankle socks 5 pairs of underwear
Cottage Wear:	2 pairs of jeans 3 T-shirts 2 crew neck sweatshirts 2 pairs of gray shorts 2 pairs of sweatpants
Miscellaneous:	1 winter jacket 1 hooded sweatshirt Hat and gloves Chapel Shirt Shower flip flops

Your winter jacket must be worn if your hat and/or gloves are worn. Staff will advise you on what coat to wear.

You may also receive protective clothing if you are involved in a special activity or work assignment.

Personal Clothing

In addition to the state-issued clothing, you may have the following personal clothing:

Shoes	2 pairs of Tennis Shoes	1 pair for cottage wear and 1 pair for gym wear (No canvas shoes are allowed)
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(Tennis shoes for gym wear will be marked with a green "X")
(All shoestrings must be white in color)

Sleepwear	2 pairs of pajamas	1 Light weight and 1 heavy weight— (Must have sleeves, must be a matched set, no footed PJ's, no hoods)
	1 robe	Must be either zippered front or buttoned front (no belt or tie closure)
	1 pair Footies/House slippers	

If you do not have any personal clothing, YRTC-G will provide the above items for you.

Personal clothing must meet the following guidelines:

- Clothing must be in good repair.
- All clothing must be washable.
- No gang related clothing as determined by the administration.
- Clothing should not depict the use of alcohol/drugs, sex, profanity, anarchy, satanic worship, gangs, signing, masks, dragons, gambling, musical groups, weapons, or sports teams.
- No belts are allowed.
- No spaghetti straps are allowed.

Should you damage your state issued clothing, you may be liable for restitution. This will also include state issued shoes.

No clothing will be worn inside out. The clothing will be worn in the following manner:

Jeans/School Pants/Shorts/Sweatpants: All jeans, slacks, and shorts will be worn on your natural waistline. There is no "sagging" allowed. Do not pull jeans/pants up by the belt loops. The waistband may not be rolled over. There is no cuffing of the legs of the clothing. You are not to carry anything in your pockets, unless given special permission by staff. No sweat pants are to be worn off campus except with staff permission. You may not wear multiple layers

of pants (double layering).

Cottage Shirts: Cottage shirts may be worn tucked in or left out. The sleeves may not be cuffed. T-shirts must be worn under cottage sweatshirts.

School Crew Neck Sweatshirt: Sweatshirts are to be worn with your school shirt collar showing outside the sweatshirt collar. Sweatshirts should be worn in the manner intended and not tied around your waist or shoulders, carried, or hung in your school locker. School sweatshirts shall only be worn during school hours or approved activity.

Coats/Hooded Sweatshirts: Coats and hooded sweatshirts should be worn in the manner intended, with the shoulder seams of the coat or hooded sweatshirt on your shoulder. Hooded sweatshirts are not to be worn inside as a hoodie; it is your outside jacket. Hooded sweatshirts can be layered with your coat. If you wear the hood up, you must pull the hood off when you enter a building. You may not tie your coat or hooded sweatshirt around your waist or shoulders. You may not carry anything in your pockets unless given permission by staff.

Shoes: Shoes must be tied in a bow, with the bow showing (the bow may not be tucked under). Shoes must be laced in the typical crisscross fashion. No canvas shoes. All shoe laces must be white in color. If you do not have white laces in your personal shoes, the facility will provide them. Gym shoes are designated with a green X (personal and state) and must be worn during gym activities. The shoes will be stored in the gym.

Socks: Socks should be changed daily. Only one pair of socks is to be worn at a time.

Stocking Hats: Stocking hats must be worn above your eyebrows.

Underwear/Bra: Youth must wear and change underwear daily. A mesh laundry bag will be provided to put underwear, socks, and bra in to launder.

Turban: Youth who are given a turban will only be allowed to wear it in their room.

Pajamas: You must have your pajamas on by 10:00 p.m., but you may put them on after the evening meal providing there is no scheduled activity. Anytime you are dressed in your pajamas and are out of your room, you must have your robe on and it must be zipped or buttoned. Youth must sleep in pajamas.

Furlough Clothing: If you are going on a furlough, the following clothing can be sent with you. You need to wear the same clothing back as what you left in. All clothing packed for your furlough must be returned with you.

1 cottage outfit

1 pair of underwear

1 bra

1 pair of socks

Personal/state shoes appropriate for the outfits you are taking out.

Hooded sweatshirt

On-campus projects: When helping staff with painting projects, yard clean-up or other outdoor projects, you should request older clothes and shoes to work in.

Off-campus Visits: If you are going off-campus for a visit, you will wear school clothes if you are leaving from school. You must wear jeans if you are leaving from the cottage. You are not allowed to change clothes while on an off-campus visit.

Off-campus Activities: If you are going off-campus for an activity, you will wear clothing appropriate to the situation and at staff's discretion. The most important thing is that you are well groomed and dressed appropriate to the situation.

Release Clothing: If you don't have a release outfit, the YRTC-G will provide clothing for you. If you are leaving with family members, they may bring an outfit for you on the day of your release.

MAKE-UP/HYGIENE PRODUCTS

***ALL MAKE-UP/HYGIENE PRODUCTS BROUGHT IN MUST BE NEW, UNUSED, AND IN THE ORIGINAL PACKAGE. THIS IS DUE TO SANITATION AND SECURITY CONCERNS.**

****Only 1 of each item listed will be allowed.**

<u>HAIR CARE ITEMS</u>	<u>HYGIENE ITEMS</u>	<u>*MAKE-UP</u>
Comb (No Rat Tail Combs)	Sanitary Pads	(Any make-up item may not have a mirror in it.)
Hair Brush	Tampons	Liquid Make-Up/Foundation (No concealers) (No powders/pressed powder) (Must be plastic containers)
Hair Pic		Lip Gloss (Clear Only) (No Lip Stick, Baby Lips, Chap sticks)
		Eye Shadow (No more than 4 colors in compact) (No glitter, no black)
<u>MISCELLANEOUS</u>		Blush (no bronzers)
Saline Solution		Mascara
Contact Lens Cleaner		Cosmetic Bag (no larger than 4" x 8")
		**Only the brushes that come with the make-up are allowed

Girls may have 1 of each item listed above. Absolutely no body glitter, lip liners, eye liners, eye pencils, or eyebrow pencils. Make-up containers that have a mirror in them, i.e. compacts, will have the mirror removed.

All items must be non-flammable and non-toxic.

Hair Care: You may decide what length and style of haircut you prefer (subject

to security concerns) and the cosmetologist will cut it for you. Permanents, color rinses, and bleaches will be given only with the approval of or by the cosmetologist. You are not to cut your own hair. You must wash your hair at least twice per week or as directed by the licensed Cosmetologist or medical staff.

Make-up: Your cottage will have rules as to when you may wear make-up. Make-up must be removed each night at supper wash-up.

SNACK FOODS

You will be allowed **32 oz. of candy or snacks per month.**

No homemade candy/ snacks are allowed.

All items must be in a factory sealed package/container.

No glass containers are allowed.



Bulk candy must be individually wrapped.

No powdered candies, cotton candy, marshmallows, gum, or candy with gum centers, Lunchables, nuts in shells, candy cigarettes, peanut butter/jelly, or cereal.

When in doubt, ask your cottage staff.

RADIOS



You may have 1 small radio—no larger than 8" x 21". It would be best if it could be operated by both batteries and electricity (outlets not available in all cottages). Earphones are not allowed. You may use a CD/cassette player that has a radio; however, you are not allowed to have cassette tapes or CD's. Clock radios are also allowable. No iPods allowed.

PHOTOGRAPHS

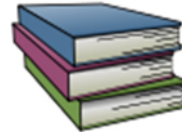
You may have **10 photographs**, subject to the following restrictions:

- These pictures are subject to administrative approval and may not depict gangs, drugs/alcohol, sex, profanity, satanic worship, or weapons.
- You may not have pictures of people who are on your restricted mailing list.
- Check with your cottage for rules about displaying your pictures.
- You may have 25 additional photos to use in your scrapbook; however, you may not post them and they are subject to the rules above.

READING MATERIALS

You are allowed **3 personal books** in your room.

You are allowed **3 personal magazines** in your room.



You are allowed 1 **Bible or religious text, pamphlets, inspirational readings, and a rosary** in your room. Rosary cannot be worn as necklace.

A daily newspaper is provided for each cottage (not allowed in rooms).

JEWELRY

You may have jewelry in accordance with the following rules: No jewelry may have a value of more than \$15.00. Jewelry over that value will be placed in the safe in the Business Office and sent home as soon as possible.

You may have the following jewelry:

1 Wristwatch (digital or regular)

1 small religious medallion or cross necklace (no braided rope or cord—must be a metal chain no longer than 18". The medallion or cross must fit into a 1" square).

1 pair of small post-type earrings (no larger than ¼") (no hoops, rings, or dangles) (Gold, silver, pearls, or diamond studs only)

Earrings may be worn, but must meet the following specifications:

- a. Earrings will be limited to one pair and may be worn in ears only.
- b. The value of the earrings is not to exceed \$15.00 per pair.
- c. The risk and responsibility of earrings is yours.
- d. You may not have your ears or other body parts pierced while in residency. The penalty for piercing ears/body parts for those not having piercings will carry the same penalty as tattooing, which may result in a disciplinary zero for all parties involved.
- e. Earrings will be of the post type and no larger than ¼" in size. No dangling or loop style will be permitted. The size and type of earrings will be approved by the Receptionist, in conjunction with the Facility Operating Officer.
- f. You may not put any foreign objects in pierced ears/body parts.

STUFFED ANIMAL

1 stuffed animal (no larger than 18" in length)



WRITING MATERIALS

Crayons (24)

Non-Toxic Markers (24)

**Sketch Pad
(no spiral)**

Colored Pencils (24)

Postage Stamps

CROCHET/CRAFT PROJECTS

Crochet/craft projects may be approved on a limited basis. All items will be checked in and out through staff, whom will coordinate and supervise all crocheting activities.

MISCELLANEOUS

Deck of Cards (1)

Coloring Book (1)

Calendar (1) (no spiral)

Puzzle Book (1)

Batteries (if no power cord with radio)



YOUTH ACCOUNTS

MONEY:



While you are at the YRTC-G, money may be sent to you and you may have opportunities to earn money; however, you may not keep any money in your possession. All money is held for you in your individual account through the business office. If you have an excess of funds in your account and you want some of these funds to be placed in a savings account, you must request this in writing.

RECEIVING OR EARNING MONEY:

During your stay, you may receive money through any of the following:

1. Family and friends--**No personal checks are accepted**. Funds can be received in the form of cash, money orders, and cashier's checks. These funds will be placed in a sealed envelope that is signed by you and sent to the business office. You will receive a yellow receipt when this money is deposited into your account. Funds received from outside individuals other than family members may be subject to administrative approval.
2. Internal payroll funds--You may have a chance to do work on the YRTC campus for which you receive pay of \$.80 per hour. (Graduates receive \$2.00 per hour). This may include school cleaning, assigned laundry duty, or work in the kitchen. You will fill out a time card, and these time cards are sent to the business office at the beginning of the month. The funds are added to your account prior to the "money list" being distributed for that month.

SPENDING MONEY:

1. By the 7th of each month, a "Money List" is sent to your cottage. This shows how much money you have in your account; this is the amount that you can spend until the next "Money List" is put out. Any money in your account received after the "Money List" has been sent out cannot be used

until the next month. Purchase lists must be turned in by the 9th of every month.

2. You may purchase items by filling out and signing a "Purchase Request." These requests must be approved by the cottage supervisor and the business office. Once approved, the items you have requested will be purchased, and the total amount of the purchase will be taken out of your account. Check with cottage staff about the schedule for making these purchases. The following items can be purchased by filling out a "Purchase Request".

--Postage Stamps

--Downtown Purchases (approved items)

3. If you damage YRTC-G property or have court-ordered restitution, this restitution will be paid before you are allowed to make purchases, unless special arrangements are made by the Administration, your case manager, and the business office.

RELEASE FROM YRTC

When you are released from YRTC-G, the money in your account will be returned to you in the form of a check. It is important that you cash this check as soon as possible after you leave. If you are being released and your account is unusually large, an administrative decision will be made as to the amount to be sent with you and where the balance of the account will be sent. If the Business Office is not open to process a check upon your release, a check will be sent to you.

QUESTIONS

If you have questions about your money account, request an appointment with business office staff to discuss your account. It is a good idea to send a letter to the business office with your question prior to the meeting so they can gather the information you desire.

COMMUNICATION

PHONE CALLS

VISITATION

CORRESPONDENCE

CONFERENCES

PHONE CALLS

You are allowed reasonable and equitable access to telephone service for the purpose of maintaining family contacts and to supplement other forms of communication. If you or the person you are calling have a speech or hearing disability, we will make reasonable accommodations so that you may communicate through the phone system.



Upon your arrival at the YRTC-G, you will be allowed to make a phone call to your parents/guardians to let them know you have arrived on campus.

You will be allowed to make a **total of 120 minutes of phone calls per month** using the automated youth calling system, provided you are not in room confinement. (You may call your lawyer while you are in room confinement, provided you are not a safety or security risk.) It is up to you to monitor your usage so you don't run out of minutes early in the month.

These phone calls may be made to immediate family members. Immediate family members are defined as mother, father, and grandparents. With administrative approval, you may also be allowed to call extended family members, or people who have an interest in you, i.e. aunts, uncles, or foster parents.

Upon admission, you will be asked to fill out a youth calling system registration form, which will designate to whom you want to place calls, subject to administrative approval. You may begin making the phone calls when your name is entered onto the system.

Most telephone calls are electronically recorded and may be monitored by authorized YRTC-G staff. Use of the automated youth calling system by you and acceptance of the call by the called party is consent to record and monitor the conversation by authorized YRTC-G staff. All telephone calls are electronically branded with an automated announcement.

You are restricted from sharing any information, through a third party, to be used on any social networking sites. You are not allowed to speak with any unauthorized individual even through an authorized phone number. Three-way

calling is not allowed on the phone system. An example of three-way calling is having an individual on your approved list call another individual while you are on the phone to have a conversation.

There is a group of people who are considered “privileged”, meaning that your interactions with them are confidential and YRTC-G may not listen to your phone calls with them and you may send sealed letters to them. Included in this privileged class is your lawyer or his/her representatives, the Ombudsman’s office, Probation Officers, Children & Family Services Specialists, Family Permanency Specialists, and the Administrator of the Office of Juvenile Services. All calls to these people are made according to their directions/procedures. The Youth Calling System is not used in making these calls as these calls cannot be recorded or listened to.

Emergency phone calls to and from immediate family will receive prior approval from administrative staff. If you have a death in the family or a family member is critically ill, we will let you know as soon as possible.

VISITATION

VISITING HOURS	
Monday – Friday:	8:30 a.m. – 4:30 p.m.
Saturday:	10:00 a.m. – 4:30 p.m.
Sunday:	1:00 p.m. – 5:00 p.m.

Geneva is approximately 20-25 miles south of the York I-80 interchange on Highway 81. The YRTC-G campus is located just northwest of the city of Geneva in Fillmore County, Nebraska. If your visitors have questions about directions to the campus, they may call us at (402) 759-3164. There is no direct bus service to Geneva; however, if your visitors do not have transportation, they may want to contact your assigned case manager who will help make transportation arrangements for them.

You may receive **2 visits per week** from immediate family members after you have completed 14 days residence on campus. Immediate family members are generally defined as mother, father, grandparents, siblings, or legal guardians.

The visiting week begins on Monday and ends on Sunday.

Other adults with a sincere interest in your welfare, e.g. aunt/uncle, former teacher, minister, volunteer, your attorney, or anyone who has a legal interest may get approval from the Facility Administrator or Facility Operating Officer for visits. No person (including siblings) under the age of 19 years will be allowed to visit with you, unless they are accompanied by your parent, guardian, or other approved adult.

Visits are limited to **3 hours** for on-campus visits, and **4 hours** for off-campus visits. When eligible for off-campus visits, only one of the two visits per week will be off-campus. All off-campus visits shall be approved through the Facility Administrator or Facility Operating Officer. Visitors are encouraged to contact the YRTC-G to schedule visits and to assure that you will be available for the visit, e.g. you are not involved in an off-campus activity during the requested visitation time.

On Sundays, visitors may attend church services on campus with you, if desired.

Special visitation arrangements can be made on a limited basis if your visitor(s) cannot come during regular visiting hours. Such arrangements must be made in advance and approved by administration.

Every visitor must register with the Receptionist, giving his/her name and their relationship to the youth being visited. Every visitor will be asked to provide identification upon their first visit. Should the visitor wish to leave gifts, such as money or personal items, these must be left at the reception desk.

Your on-campus visits will occur in the visiting area in the Administration Building or in the courtyard where picnic tables are provided. Visiting in cars or unauthorized rooms will not be permitted. You are not permitted to tour the campus with your visitor.

All visitors (including children) are expected to conduct themselves in an appropriate manner and follow facility rules and regulations. It is your visitors' responsibility to ensure that infants/toddlers are supervised. This is important so that all girls and visitors are able to have a good visit. Visitors should also dress

appropriately, and must be wearing shirts, pants/shorts, and shoes. Examples of inappropriate dress might include gang related clothing, shirts with inappropriate logos or profanity, halter tops, et cetera.

During on-campus visits, you may not chew gum.

Your visitors may bring snacks to eat during your visit. Examples of some snacks they can bring to eat during visits can be found in the list of snack foods found under “Personal Property.” You are not allowed to share snacks with other youth and families. Please be sure to clean up after yourselves.

Visitors may bring in drinks in plastic bottles that are factory sealed containers or they may buy you a pop from the machines available on campus. No glass or metal containers and no aluminum cans.



Your visitors may bring board games or cards to play with you, as long as they can be played quietly. The facility also has board games and cards that you can check out from the Receptionist. If there are any questions about what is allowable during a visit, be certain to check with the Receptionist.

Your family will be asked to complete the Parent Orientation session, preferably during their first visit on campus and will need to call ahead to schedule the Parent Orientation session. You will attend this session with them. During the session, your family will be given information about the program and what you will be experiencing, in addition to being able to ask any questions they may have. You may not go on off-campus visits until your family has completed the orientation session.

OFF-CAMPUS VISITS:

Prior to going off-campus, your visit needs to be approved through the Facility Administrator or Facility Operating Officer and your visitor(s) must complete the Parent Orientation program.

Once you have completed 60 days residency and are not on a disciplinary zero, you are eligible to go off-campus on your visits. When leaving the grounds,

you must stay in the Geneva community. You may have only one off-campus visit per week with your visitors.

After you have completed 90 days residency, are not on a disciplinary zero, and have completed at least one successful off-campus visit, you are eligible for an off-campus visit to York, Nebraska. Your visitor must receive prior permission from the administration for an off-campus visit to York, and you may have only one visit to York per month. If the York visit is to occur on the weekend, permission must be granted by the Facility Administration no later than 3:00 p.m. on Friday.

If you leave the grounds on a visit, you must remain with your visitors at all times. You are not to drive a car or use a cell phone to make/receive any phone calls, text messages, or use any social media sites, including the use of social networking through a third party. You are not to change clothing during your visit; you must remain in YRTC-G issued clothing.

During school hours, youth will wear school attire for all off-campus visits. Non-school hours and weekends, youth will wear jeans and a shirt (not sweatpants) for off-campus visits.

You are subject to all rules of the facility at all times during any visit and may receive disciplinary consequences if you violate any rules. Following the visit, you must return to the Receptionist's office in the School/Administration Building.

If you are in room confinement, visits will not be allowed.

CORRESPONDENCE

All of your mail will be received at the receptionist area of the School/Administration Building. It will then be forwarded to your living unit within 24 hours after its arrival.



While in your presence, the cottage staff will open the letter and check for contraband and/or money. All money will be recorded and will be returned to the business office to be receipted and placed in your account. Any contents that

are considered to be contraband or not allowable under facility rules are subject to confiscation and turned in to the Facility Operating Officer. Items that are considered contraband include, but are not limited to:

- a. Unapproved edible items
- b. Narcotics or drug-related paraphernalia
- c. Any clothing that exceeds the specified limit in the clothing policy
- d. Cigarettes, matches, lighters
- e. Items that may be used as crude or sophisticated weapons
- f. Pornographic literature or material
- g. Sex related paraphernalia
- h. Other items that, because of the nature of their use, may be considered to be harmful or disruptive to the resident population
- i. Gang related material
- j. Any other unapproved items

If you receive any packages while you are in orientation, they will be sent to the cottage within 48 hours of their arrival. The package will be opened; however, the contents will be stored until you move to your assigned cottage. If the contents are considered to be contraband or not allowable under facility rules, they are recorded and held in storage until they can be sent to your home.

Packages that are addressed to you after you are in the general population will be sent directly to your cottage within 48 hours of their arrival. These packages are opened in your presence and evaluated by staff. If the contents are considered to be contraband, they will be turned in to the Facility Operating Officer. She will decide whether the items will be stored at the facility until you are released, returned to the sending address, or called to the attention of the Facility Administrator. If necessary, the Facility Administrator will call in an extended investigation by legal officials.

You will have a mailing list indicating those persons you may not correspond with, if applicable. All correspondence, incoming and outgoing, will be logged on your mailing list in the cottage. You will be notified if any of your outgoing or incoming mail is withheld in part or in full. Mail that is not allowed must be returned to sender and will not be put in storage.

The mailing list will be developed subject to the following guidelines: While at the Youth Rehabilitation & Treatment Center – Geneva, you are not allowed to send or receive mail from individuals in a correctional institution or detention center. The only exception to this is immediate family members. In this case, you must write a letter to the Facility Administrator asking that you be allowed to correspond with immediate family members in another institution. You must list the name of the person and relationship of the person you would like to correspond with, as well as where he/she is incarcerated. The Facility Administrator will make the final decision regarding the correspondence.

While at the Youth Rehabilitation & Treatment Center - Geneva, you cannot write to or receive mail from individuals who are known to be under parole or probation supervision. This does not include immediate family members. You generally are allowed to correspond with immediate family members who are under parole or probation supervision.

You can correspond by mail with individuals who have completed periods of parole or probation supervision and are currently not under supervision if your parent/guardian approves of the correspondence. If this type of correspondence becomes a concern or seems to be inappropriate, administration will consider written requests from the case manager involved to not allow the correspondence. Written requests should include substantial reasons why you should not correspond with a particular individual who was previously under parole/probation supervision, and the requests will be reviewed on a case by case basis. This is also the case with individuals known to be involved in criminal activity, or who have had previous convictions. In addition, you may not correspond with youth formerly at the YRTC-G without administrative approval. In all instances, decisions to not allow communication are based on the safety, security, and good order of the facility.


All **incoming mail** should be addressed to you at the YRTC-G and must have a return address on it.



Your Name
Youth Rehabilitation & Treatment Center - Geneva
855 North 1st Street
Geneva, NE 68361

All **outgoing mail** will have your full name and address in the upper left-hand corner of the envelope. The facility must send out mail within a 24-hour period, except weekends and holidays.

Your Name
Address



Addressee's Name
Street Address
City, State Zip Code

The facility will provide postage for the mailing of 2 letters per week for each girl, excluding legal correspondence. If you are providing your own stamps, there is no limit to the amount of letters you can send. Letters must be written in black ink only. No drawings or markings are allowed on the outside or inside of the envelope.

You are permitted to send sealed letters to attorneys, courts, administrators of grievance procedures (the Ombudsman Office, the Administrator of the Office of Juvenile Services), Probation Officers, Children & Family Services Specialists, and Family Permanency Specialists. All other correspondence is to be left unsealed. The YRTC-G pays for the postage for all sealed letters. There is no limit to the number of sealed letters you can send.

Pictures and drawings must be approved by your cottage supervisor before

letters can be sent out. These pictures/drawings will be counted as part of the total pages allowed. You are not allowed to share information through outgoing mail to be used on any social networking sites. You cannot send out or receive mail intended for other youth. You cannot send letters that are intended to be forwarded or passed on to anyone other than the individual on the outside of the envelope.

CONFERENCES

Routine matters should be discussed with cottage staff and resolved in the cottage, if possible. However, you may request a conference with any staff member, including those you don't routinely see on a daily basis. Once the staff member receives your request in writing, he/she will see you as soon as a conference can be fit into his/her schedule or he/she will respond to your request in some manner. This procedure will be followed when you want to talk to administration, counseling staff, chaplain, et cetera.

If you are feeling unsafe or threatened for any reason, you may talk to a staff member of your choice in private. When making such a request, you should tell the staff member that it involves a safety issue.

ACTIVITIES & PRIVILEGES

“Change will not come if we wait for some other person or some other time.
We are the ones we’ve been waiting for. We are the change that we seek.”

– *Barack Obama*

YRTC-G offers a wide variety of special activities for you to participate in. The privilege of participating in activities is earned by good conduct and as a result of the progress you are making.

60 DAY PRIVILEGES

After you have lived on campus for 60 days, (The day you enter is counted as Day 1, and you are then eligible for activities on the 61st day you are here) and are not on a disciplinary zero, you will be eligible to participate in most YRTC-G activities; staff approval. Some of the activities may include: field trips, meetings with groups in the Geneva area, movies, and off-campus volunteer activities. After 60 days on campus, you may also begin off-campus visits with your family within the Geneva community, with administrative approval.

90-DAY PRIVILEGES

After you have lived on campus for 90 days, are not on a disciplinary zero, and have been approved by the administration as a result of your progress, you may participate in activities in the community. These activities may include off-campus work or volunteer experiences. You are also eligible to begin off-campus visits to York with your family one time per month, with administrative approval.

In determining eligibility for 30/60/90 day privileges, the day of admission counts as Day 1, regardless of the time of entry. You must complete 30/60/90 days on campus, thus you are eligible for these privileges on the 31/61/91 day of your commitment. If you are involved in an escape, you must re-earn 60-day, and 90-day privileges. If you are involved in an attempted escape, making escape plans, or escape paraphernalia, the re-earning of 60-day and 90-day privileges will be at the discretion of the Facility Administrator or Facility Operating Officer.

JOB WELL DONE

To recognize good behavior or behavior that is above and beyond expectations, a staff member may issue a "Job Well Done" to a youth. The staff

member will recognize the good behavior and indicate a reward for that behavior.

WEEKEND LIST

Each week, staff review your progress to determine if you have earned the “weekend list.” In order to earn the weekend list, you must earn a “yes” vote on both the cottage list and the school list. The recording week for the weekend list is from Friday at 12:01 a.m. through the following Thursday at midnight.

To earn a yes vote on the cottage list, you may not have more than 4 C’s, no U’s, no minor rule infractions, and no violations. In addition to cottage staff, staff from other areas, e.g. kitchen staff, recreation staff, and medical staff also provide input for the cottage list. For example, a kitchen staff member may give you a “U” for your behavior on the kitchen detail, and this “U” would be recorded on the cottage list.

In the school area, your teachers evaluate your progress, behavior, and cooperation and vote either “yes” or “no”. You must receive all “yes” votes from school staff in order to receive a “yes” vote on the school list.

If you receive yes votes from both areas, your name will be placed on the weekend list for that week. Girls earning a weekend list may be entitled to privileges such as off-campus movies, special activities, or pizza parties.

If you are on a disciplinary zero, you may still earn a weekend list; however, you may not participate in any special weekend activities.

FURLOUGHS

Prior to being released from the YRTC-G, consideration may be given for a therapeutic/placement furlough. This furlough will generally be scheduled toward the end of your stay at the YRTC-G and will be therapeutic in nature or related to placement. In order to be eligible for this type of furlough, you must meet the following criteria:

- a. You must have completed 90 days residency on-campus.
- b. You must not be on a disciplinary zero at the time of the furlough.
- c. You must have demonstrated that you are a good risk to spend time in the community.
- d. Your 60-day notice of release has been submitted to the committing court.

If you are eligible and approved for a therapeutic or placement furlough, your case manager will work with you and your furlough placement to establish transportation arrangements and develop a Furlough Agreement. The Furlough Agreement will outline the rules and time frames of the furlough which must be signed by both yourself and the individual who will be responsible for you during the furlough.

If you escape while on furlough or violate any conditions of the Furlough Agreement, you will be subject to the YRTC-G disciplinary process.

In addition to therapeutic/placement furloughs, the administration may grant an emergency or compassionate leave furlough if a family member is seriously ill or there is a death in the family.

LOSS OF ACTIVITIES

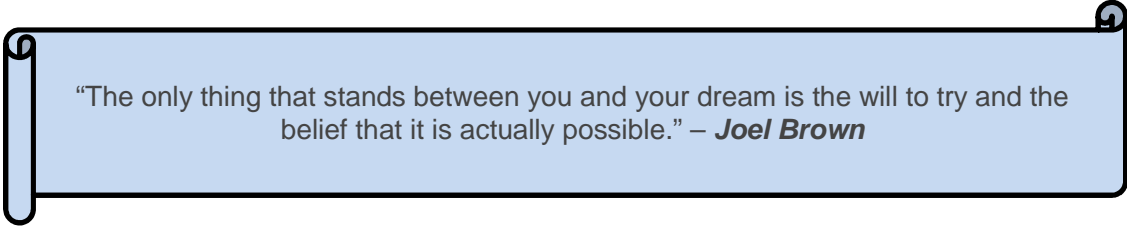
In order to participate in activities, you must have made good progress and not have a disciplinary zero in effect at the time of the activity. A disciplinary zero includes the loss of privileges and activities for 7, 14, 21, or 30 days. Lost activities may include off-campus activities and off-campus visits, on-campus activities, or cosmetology appointments.

SEVEN, FOURTEEN, TWENTY-ONE, & THIRTY DAY ZEROS

When determining a 7, 14, 21, or 30 day zero, the time begins on the date the major rule violation report is disposed of. Thus, once the Hearing Officer records his/her findings on the violation report, assigns the accountability measures, notes the date and time of disposition, and both Hearing Officer and youth have signed the report; the disciplinary zero will begin. Regardless if the

violation is disposed of at 8:30 a.m. or 10:30 p.m., it is still counted as Day 1 of the disciplinary zero.

PROGRAM AREAS



"The only thing that stands between you and your dream is the will to try and the belief that it is actually possible." – **Joel Brown**

COTTAGE PROGRAM

At the YRTC-G, we refer to your living units as “cottages.” Following classification, you will be assigned to a permanent cottage. You will be moved to this cottage usually within 2-4 weeks.

When you move to the cottage, you will be placed in a treatment group in that cottage and will be assigned to a room. You are allowed to have personal items in your room according to the list found under the Personal Property section of this manual.

Each cottage has space and equipment to accommodate a variety of activities, including a TV, games, books, and magazines. There are adequate toilet and shower facilities in each cottage, as well as kitchenettes for use in serving snacks or when there are meals served in the cottage.

Cottage staff will assist in your treatment program and will be providing input for the weekly weekend list and your individual outcomes.

Each cottage has expectations that you will be expected to follow. (Please see Page 44 for these expectations). While in the cottage, you will be expected to keep your room clean and will be assigned details to help keep your cottage clean. Your room and cottage are your “home away from home” and by keeping your area clean, you are reflecting the pride you have in yourself and your “home.”

You will be expected to maintain good hygiene practices. You must turn in laundry daily, according to cottage schedules. You must shower on your cottage’s 3 mandatory shower days, and may have an opportunity to shower on a daily basis according to your cottage schedule. You may also shower following your participation in strenuous activities, according to your cottage schedule. You may have the services of the cosmetologist to assist with hair care.

SCHOOL PROGRAM

The YRTC-G operates an accredited school (Geneva North), and offers a full scholastic program for grades 8 through 12. GED classes are also offered for those who qualify. School runs from August through May and, in addition, a summer program of elective courses is offered during June and July.



The Principal will contact your previous school(s) to receive information about your credits and will then meet with you and develop a class schedule. The credits you earn at Geneva North are transferable to any school in the nation.

A Vocational Counselor is on staff and is available to provide vocational assessment and counseling to girls who meet the established criteria.

Class grades are given to you every 9 weeks. At the end of each semester, your grades are sent to your parents, Probation Officer/Children & Family Services Specialist, and the judge who committed you to the YRTC-G. At the end of each school semester, awards may be given to students who achieve academic excellence.

If you complete requirements for the 12th grade you will be given a diploma. This will be inscribed "Geneva North High" Geneva, Nebraska, and are signed by representatives of the YRTC-G Community Advisory Board.



Geneva North School does not discriminate on the basis of race, color, national origin, sex, marital status, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

RECREATION PROGRAM

YRTC-G offers recreation and leisure time activities as a part of your rehabilitation process. These activities are seen as a vital part of maintaining health, individual growth, and enhancing creative talents.

Recreation provides an opportunity to have fun, laugh, and offers a “change in scenery.” By participating in recreation, you can reduce stress and thus the problems that may arise from this stress.

A variety of both large muscle and small muscle activities are provided so everyone has an opportunity to experience and develop new interests or improve upon an area you are already familiar with. Recreation is also a time for teamwork and good sportsmanship. Recreation staff will schedule these activities.



You cannot participate in regular recreational activities during the time you are on room confinement.

Special activities are offered if you earn the privilege. Such activities may include off-campus movies, swimming, going for ice cream, or going to the park. On-campus activities might include pizza parties, barbecues, and movies.

An arts and crafts program is also offered to expose you to a wide variety of craft projects.

Through the recreation department each youth is given the opportunity to complete a scrapbook about her journey at the YRTC-G.

RELIGIOUS PROGRAM

You may practice the religion of your choice. Attendance at any religious service/activity is strictly on a voluntary basis.

CHAPLAIN: We have a part-time Chaplain who is available to see you at your request. If you wish to contact the religious leader in your home community, the Chaplain will help you. You may contact your own religious leader, who may receive permission to visit you on campus. If you desire, the Chaplain will also arrange to let your religious leader know when you leave the facility.

CHAPEL: We have worship services on Sunday afternoons in the Chapel. Our own Chaplain takes turns with other clergy in the Geneva area in conducting these services. You may attend these services if you wish; you do not have to attend. To attend services you must wear designated Chapel attire (Chapel shirt/jeans or school outfit).

RELIGIOUS CLASSES/PROGRAMS: Occasionally, religious classes and instruction are available to youth. Clergy in the Geneva area often conduct these classes. From time to time, volunteers from the community present special religious programs. You will be notified when these classes or special programs are held.

BAPTISM: At your request, and with the permission of your parent/guardian, you may be baptized at the Chapel. Contact the Chaplain with any questions you may have about this.

YOUTH FELLOWSHIP: Youth Fellowship meets on a weekly basis in the Chapel. All youth who have been classified may attend; attendance is voluntary. If you are on a disciplinary zero, you may attend Youth Fellowship at the discretion of the Officer-of-the-Day.

RELIGIOUS DIET: If your religion has special dietary requirements, please notify the Chaplain so that he can approve a diet for you that accommodates your religious beliefs.

MEDICAL PROGRAM

You have the right...

- **To receive medical care**
- **To expect your records to be kept confidential and released only when legally authorized.**

While at YRTC-G your medical care will be provided by licensed health care professionals who are qualified to meet your medical and dental needs. A registered nurse is generally on duty Monday through Friday from 8:00 a.m. – 5:00 p.m. A medical doctor is on campus on a weekly basis to conduct a regularly scheduled medical clinic and a doctor is on-call 24 hours a day to respond to emergency situations. A dental exam will be scheduled soon after admission and completed by a licensed dentist. A nurse practitioner is on campus weekly to conduct psychiatric clinics and is on-call 24 hours a day.



Within 7 days of admission, a medical doctor will perform a physical exam. The information you provide the nurse or doctor will become a confidential part of your medical record. You will receive Sexually Transmitted Disease (STD) testing and you may request HIV testing.

A dentist will examine your teeth and gums to ensure that any urgent problems are addressed. Your continuing dental needs will be followed by the dentist.

Your required immunization (shot) record will be evaluated and you will be offered the shots that you need to complete the requirements for you to be in school. Seasonal flu vaccine is offered.



and you

You will be given an eye screening exam to check your vision. If it is found that you need glasses, they will be provided to you.

All medications are ordered by a physician, physician assistant, or nurse practitioner and are administered by a certified Medication Aide or RN. You will be called for a med pass, administered your medication, and a mouth inspection will be done to confirm swallowing the medication. It is your responsibility to understand your medication regime and voice any concerns or questions.

If you are not feeling well or if you have a medical or dental problem, you should obtain a “**Health Call Form**” available in your living unit. You will fill out this form in private and place it in the locked drop box located near the entrance of your living unit. A nurse will pick up these request forms and will schedule routine health call requests at least five days a week. If it is an emergency, tell your staff and they will notify the nurse.

If you are pregnant, you will receive routine prenatal care by the YRTC-G physician. Delivery of the baby will generally be at Fillmore County Hospital in Geneva. The case manager assigned to the Mothers & Babies Program will be meeting with you regularly to provide prenatal education and parenting skills.

VOLUNTEER PROGRAM

YRTC-G has an active volunteer program, which includes both volunteers who provide services for the youth and the facility, as well as youth participating in volunteer activities in the community. The volunteer program allows you to become involved with people from all walks of life, as well as provides an opportunity to give back to the community.

One part of the volunteer program is the “Volunteer Visitors.” These volunteers are assigned to youth who seldom have visits from their family members. These Volunteer Visitors can visit their assigned youth on campus, and, if eligible, may take youth off campus to a variety of activities. If you are interested in being assigned a Volunteer Visitor, contact your case manager or the volunteer coordinator, but remember, these visitors are assigned to youth who have few or no visits from their families.

YRTC-G is also privileged to have a very active Youth Fellowship program. Youth Fellowship volunteers come to campus once a week to meet with girls and provide numerous activities. Throughout the year, they also schedule weekend Youth Fellowship Seminars. Participation in Youth Fellowship is on a voluntary basis.

The YRTC-G Community Advisory Board is composed of community volunteers who meet approximately once a month. The Board members often share a meal with youth prior to their meeting, and consult with the administration and provide guidance in various program areas of the facility.

In addition to volunteers providing services to the youth, our youth are often involved in volunteer activities in the community, including volunteering work at the local theater, visiting senior citizens at the local retirement home, and assisting at a variety of local activities.

FOOD SERVICE PROGRAM

The Food Service Department utilizes a winter Menu and a summer menu, following a 5-week menu cycle with each. All menus are reviewed and approved by a registered dietician to ensure that the meal pattern requirements and nutrition standards for the National School Lunch Program are met.

Every youth is provided three meals per day, plus an evening snack. Fresh fruit, fat-free yogurt, and milk are also available in the cottages daily for a healthy snack option.

The Food Service Department conducts a youth food preference survey of all youth once a year and this information is used to help with the planning of the menus.

Therapeutic Medical Diets are prepared and served according to written orders by a physician or other health care practitioner. Religious Diets are prepared and served to youth whose beliefs require the adherence to religious dietary laws. These diets are reviewed and approved by the Religious Coordinator. Food service cannot follow any diet requests prior to the proper approval by the Medical Department or the Religious Coordinator.

In accordance with Federal civil rights law and U.S. Department of Agriculture civil rights regulations and policies, this institution is an equal opportunity provider.

EXPECTATIONS

EXPECTATIONS

- 1. Youth should learn, understand, and practice the 8 pro-social skills and work on developing positive Character Traits. You are encouraged to be out with your group and participate.**
- 2. Respect and offer help to youth in your group by doing no harm and offering positive feedback. Youth should not gossip about others and should be respectful.**
- 3. Act in a mature and responsible manner at all times. You should not intimidate other youth and you should not be intimidated by other youth. All youth are to be treated as equals.**

GENERAL RULES

1. Any type of physical contact is unacceptable.
2. Addresses, email addresses, phone numbers, personal account information, and other social networking information should not to be exchanged between youth.
3. Displaying gang signs or symbols, using gang slang, using gang style writing, or drawing any gang symbols/graffiti is not allowed. Also, any clothing worn differently or altered to denote gang affiliation will not be allowed. No writing on yourself, state property, or personal property.
4. You must ask permission before leaving any area. This includes your room or the family areas to get a drink, or to go to the office or the laundry room. You must notify staff when wanting to use the bathroom. You must “buzz” and have staff respond to you before opening your bedroom door (unless there is a fire alarm). In all cottages, youth must ask permission before opening any cupboards, drawers, or refrigerators.
5. Only one in the bathroom/laundry room at a time unless staff is aware.
6. You should be considerate of others. You are expected to be on silence in bathrooms, when lining up to leave or enter all areas, in single lines, and in stopped lines. Monitor your volume in family rooms and dining hall. Be respectful of others.
7. Only one youth from each group is allowed to be up at one time in the family room. Exceptions may be youth completing laundry detail, showers or youth on the telephone with staff permission.
8. Youth are encouraged to bring issues/problems to their case managers and/or cottage staff. If possible, write issues down to discuss with staff when schedule allows.
9. You may have contact with any staff on campus. This is done by writing a letter and turning it in as mail at the appropriate time (every morning during bathroom call).
10. Do not yell across campus at anyone.
11. No dancing/singing when going across campus.
12. Youth are not allowed to speak any other language besides English when

communicating with each other.

13. Profanity is not and will not be tolerated.
14. Conversations need to be present, positive, here and now, and about things to help you earn release. No talking about past placements, youth, fighting, drugs or staff.
15. Youth are not allowed to use nicknames/slang toward staff or other youth.
16. Youth are to respect the privacy of other youth and are only allowed at their doors, light switches, or to touch their own door handles. Youth are not to be at or looking through each other's observation windows.

GENERAL SCHEDULE

1. You will get up at 6:30 a.m. during the week and Saturday. Sunday and holidays will be offered as sleep-in days and will have a relaxed schedule depending on scheduled activities; however, youth will be expected to get up for medication pass and offered breakfast by 7:30 a.m.
2. You will be assigned a cottage detail. You must know where your detail sheet is located. Read the detail description so you are prepared to start your detail. If your cottage has detail checkers, they should be familiar with all details. If detail checkers pass a detail that is not completed correctly, they may be asked to redo the detail on their free time and/or may receive a demerit for this. Details are to be completed without talking. Sundays are deep cleaning in the cottage. All details must be completed before any free time.
3. You will be asked to go to your room from 2:15 p.m. to 2:45 p.m. for shift change. You should buzz only for emergencies. This time should be used to read, journal, or complete homework.

When you are called out for free time, plan accordingly--books and magazines may be exchanged, pencils sharpened; No folders, journals, or pictures may be brought to the free time area. You are expected to bring out everything you may need for the period of time you will be out of your room.

4. Snacks will be served every evening. Snacks should be eaten at your table and consumed within 10 minutes. The snack is to be eaten or discarded prior to room time. No drinking cups or Styrofoam cups are to be in rooms without a medical order.

5. Drinks, picking up paper, envelopes, magazines, etc. must be done 15 minutes prior to going to your room in the evening. Medication pass will be 8:00 p.m. All youth need to be in their rooms during this time. You may bathroom prior to bedtime which is 10:00 p.m. (LaFlesche has bathrooms in rooms). All youth in rooms at 9:00 p.m.
6. Any time you are in your room, you need to be visible to staff. Your head is not to be covered. This may mean that furniture might have to be moved or lights may need to be turned on. You may be asked to move in order to be visible to staff. In LaFlesche your head is to be at the end of the bed closest to the observation window.
7. Pajamas must be on by 10:00 p.m. You are to be in bed by 11:00 p.m.
8. When going to bed, you are to sleep between the sheets.
9. When you enter the cottage, either by yourself or with your group, you must go directly to your room. This allows staff to complete authorized duties. Buzz only for emergencies. Staff will call you out in a timely manner.
10. When youth are called outside of rooms, youth are to wait on silence by their door and wait for staff to give further instruction.
11. Crochet hooks are checked in and out along with sharps.
12. Chapel is held on Sunday afternoons. Youth Fellowship, Rosary and Catechism are held on Tuesdays. When attending religious activities, you are encouraged to be polite and respectful and wear appropriate attire. (no sweatpants, jeans only)

ROOM CARE & RULES

1. Before breakfast, beds are to be made, with extra blankets folded at the end of the bed; rooms are to be in order. Room doors need to be shut at all times.
2. Beds are to be made neatly whenever you leave your room. Blankets are to be folded at the end of the bed or put in a drawer or wardrobe. You are to turn the lights off and close your door when you leave your room.
3. All drawers are to be kept in order. Clothing should be either hung up or folded.
4. You will deep clean your rooms on Sundays. When deep cleaning your

room, the following expectations will occur:

- a. Radios are not to be on.
 - b. Take everything to your room, i.e., Tec-Cide, vinegar water, broom, and detail towels. Your door will then be shut and you will have to buzz when you are ready for the mop.
 - c. You are expected to stay in your rooms until all deep room cleanings are completed.
 - d. Tec-Cide is the only cleaning product that will be used to clean the floor.
 - e. Staff will inspect your room before deemed completed. See cottage for what deep room clean expectations are.
5. Girls are allowed to have one cottage book in their room at a time, plus two library books for a total of 3 books.
 6. You may have a total of 10 pictures in your room. These pictures are subject to administrative approval and may not have anything relating to gangs, drugs/alcohol, sex, satanic worship, weapons, anarchy, or profanity in the picture. Also, you may not have a picture of anyone on your restricted mailing list. All drawings, pictures, etc. must be on a designated area.
 7. You are allowed 10 sheets of state issued writing paper, 2 sheets of drawing paper and 5 envelopes in your room at a time.
 8. Staff will do daily room checks.
 9. Curtains are to be pulled closed after supper.
 10. One poster board (positive and motivational) is allowed.

PERSONAL HYGIENE

1. Mandatory shower days are Monday, Wednesday, and Saturday; however, you may have an opportunity to shower every day or after strenuous exercise, when the cottage schedule permits. Underwear and socks must be changed on a daily basis. All showers must be completed by 9:00 p.m. Clothing is to be turned in according to cottage schedule.
2. All showers will be 12 minutes and baths will be 20 minutes. No talking in the shower stalls. This also includes the shower stalls in the locker room at school. If you make weekend list, you may earn the privilege of taking a bath (if your cottage has a bathtub).
3. Make-up can be worn any day of the week. Make-up must be removed

each night at supper wash-up. No item may be used as a substitute for any item not allowed such as eyeliner.

4. When on regular programming, you may ask for and use your razors on Sundays only. You may shave armpits, legs and bikini lines. A 20 minute shower is allowed to shave.
5. You may sign up for the Cosmo List (to see the cosmetologist) on Thursdays. If you are on a zero, you may not sign up on the Cosmo List. (LaFlesche refer to program guidelines regarding when you are allowed to sign up for Cosmo.)
6. Your shower flip flops are to be worn only in the shower area, bathroom area, and at the pool/pool area. Flip flops may not be worn as slippers or worn outside.

CLOTHING

1. You are not allowed to go barefoot in the cottage. When wearing slippers, socks are not required. When wearing tennis shoes, they need to be tied appropriately. Shoes must be worn from breakfast to supper.
2. You may not wear cottage clothes 9:00 p.m. to 6:30 a.m.
3. You are to be wearing your assigned pajamas and robe when coming out of your room after 9:00 p.m.
4. School clothes are to be worn during school hours by all youth. Must change to cottage clothes before dinner (5:00 p.m.)
5. Youth are to wear jeans for kitchen detail work.

PERSONAL PROPERTY

During your stay at the YRTC-G, you will be allowed some personal items. (Please refer to your assigned cottage guidelines as to what personal items you will be allowed in your room.) At any time your personal items are out of your room, they can be taken and placed into your permanent storage. These personal items, however, are subject to the following rules governing their use:

MAGAZINES

1. All personal magazines must remain in your room and are not to be shared.

2. You may not tear, cut, write or draw anything out of the state or personal magazines or newspapers.
3. Newspapers are not allowed in youth rooms.

CANDY/SNACKS

1. Your family may provide or you may purchase 32 ounces of candy or snacks per month. The candy and snacks are passed out to you on the 3rd Monday of each month. Candy or snacks cannot be opened at a visit and then the unused portion taken to the cottage after the visit.
2. Personal candy and snacks are to be eaten in your room only. Dispose of wrappers in your trash. No gum is allowed. Sharing/trading is not permitted.

MAKE-UP/HYGIENE PRODUCTS

1. The facility will provide a maximum of 4 hair ties. These may be replaced on an as needed basis. No hair bands or rubber bands are to be used as head bands. Hair ties are not to be worn on your wrist or tied to belt loops or sweat pants.
2. Girls may have 1 each of the approved make-up items. There are absolutely no body glitter, lip liners, eye liners, eye pencils or eyebrow pencils. Nothing is to be used as an eye liner replacement, including mascara.
3. All make-up/hygiene must be non-flammable, non-toxic, and in new, original packaging.

RADIOS

1. Do not play the radio so loud that it disturbs others.
2. No personal radios may be played until after cottage details are completed. No radios may be on during room cleaning. Radios may not be played during medication distribution.
3. Radios are never taken out of your room.
4. You may not loan your radio to others.
5. Radios may not be on later than 10:30 p.m.

6. You must turn your radio off when you leave your room.
7. Your radio is a personal possession and may not be handled by roommates.
8. Radios can be no larger than 8" x 21." They must not have headphones. You may not have CD's or cassettes.
9. At night, radios must be placed on your desk or counter with the controls facing the door.

CONTRABAND

1. The following items are considered contraband and are not allowed. A consequence may be issued if you are found to have contraband:
 - a. Unapproved edible items.
 - b. Narcotics or drug related paraphernalia.
 - c. Cigarettes, matches, lighters, chewing tobacco.
 - d. Items that may be used as crude or sophisticated weapons.
 - e. Pornographic literature or materials.
 - f. Sex related paraphernalia.
 - g. Others items illegal under the law or possessed without the permission of the facility.

MEDICATIONS

1. Medication is given as directed by the medical staff. Girls must be in their rooms during medication distribution. All radios are to be off, and no buzzing except in emergencies.
2. You must fill out a health call form if you need any type of medication or medical treatment. Health call forms are placed openly in your cottage so that you may communicate your medical needs or question to medical staff. Completed health call forms are to be put in the nurses drop box located by the staff office.

COMMUNICATIONS

1. Only five sheets of paper are allowed to one letter. If you wish to send out drawings or other papers, ask staff for approval. The drawing counts as 1 of the 5 sheets of paper.
2. Outgoing letters are turned in first thing in the morning.
3. You may make phone calls during your free time. Calls must be completed by 8:55 p.m.

FOOD SERVICE

You are to be done eating 20 minutes after we sit down. Staff will keep track of the time.

1. There is no talking allowed in the serving line. Quiet conversation is allowed once you have been seated at your table. Any questions in the serving line are to be directed to food service staff, not other youth.
2. No eating in the serving line is allowed. You are not allowed to share or switch food with anyone. Once you touch an item that is the item you must take. Nobody wants food that has been handled by other youth.
3. Once you go through the serving line, you are not allowed to go through again. If you forgot something, you cannot go back and get it and staff are not allowed to get it for you. Please pay attention to what you are doing as you go through the serving line.
4. Your voices as you go through the serving line are: fresh fruit, yogurt, milk, and condiments. Choices in the cottages (at staff discretion) are: fresh fruit, yogurt and milk.
5. All the food in the dining room is to stay in the dining room. You are not allowed to take any food back to the cottage to eat it later.
6. Please do not be wasteful of food, take only what you can eat. Try not to leave a mess at your table. If you drop something, please pick it up and if you spill something, please wipe it up. Push your chair in as you leave

the table.

7. On your birthday you may request a birthday cake from your cottage staff who will then order it from the kitchen. Your choices of cake are white or chocolate with white or chocolate frosting.
8. These same rules apply when meals are served in the cottage.

FAMILY ROOM RULES

1. Girls are not to put their feet in, slump in, rock, tip chairs, or have legs over the arms of chairs while in the family or TV room.
2. No folders, journals, or personal items are to be brought out during free time.
3. Youth must have permission to approach staff's desk.
4. Youth are not allowed to sit in staff's chair.
5. Youth must ask permission to turn on TV/radio, change channels or adjust the volume.
6. No talking in front of the TV. No crocheting in front of the TV.

RECREATION

GYM RULES:

1. Enter the gym and stay on the carpet run to the bleachers.
2. Youth are to sit on the bleachers and change into their assigned gym shoes.
3. Once your shoes are changed, you are expected to either walk 5 laps or run 3 laps (outside of the red line), then meet your group in the center circle to complete stretches, with one designated person leading.
4. After stretching is complete, recreation staff will inform you of your scheduled activity and go over any rules if needed.
5. Recreation staff will pick teams for your scheduled game.
6. If equipment is out for the scheduled activity, please do not use unless

directed by staff. (This includes balls, radio, scooters, etc.)

7. Do not throw or kick balls unless it is part of a game or at the ceiling or hitting the lights (this includes volleyballs.
8. Do not hang or climb on any recreation equipment (poles, mats, stage, etc.)
9. No personal property, (leisure time items, books, crocheting, candy, etc.), is to be brought to recreation.
10. Hair must be tied back during recreational sport activities.
11. We strongly suggest, not wear watches to recreation. If you choose to do so, you will be responsible for it at all times, and if it gets broken.
12. Youth may come to recreational sport activities with their shorts under their sweat pants.
13. You may not roll up your pant legs during recreation.
14. Do not leave the gym without permission. Ask permission to get a drink or to go to the locker room. (If swimming is scheduled at the same time, remember to ask staff which bathroom to use.)
15. Do not turn lights on or off without permission.
16. If you chose not to participate in the scheduled activity, you are to sit in the area staff designate for you to sit. This is not a time to visit with cottage staff, as they need to assist with supervision during this time.
17. If you injure yourself during recreation, please notify staff, as an accident report must be completed. We have a first aid kit available and supply items such as band aids, ice packs, etc. Note: All medication including inhalers will not be brought to recreation from the cottage unless we have a medical note authorizing this.
18. Consequences will be issued for not following these rules.
19. Have fun!

LOCKER ROOM

1. Swim suits are to be worn under clothing when coming from the cottage to the locker room.

2. If a youth shows up without having their swim suit on they will be required to change into their swim suit in the designated changing stalls.
3. No person is permitted to use the pool without first having taken a warm water shower, using soap.
4. When needed, feminine hygiene/tampons are to be used during swimming. Do not flush any part of the tampon down the toilet. Instead, discard it in the trash can provided next to the toilet.
5. No one is allowed to leave the locker room without permission.
6. After swimming, swim suits are to be removed in the shower area, and a bathrobe is to be taken to the shower area.
7. Each youth will be given a 12 minute shower and when shower is complete, the youth must exit the shower wearing their bathrobe until they are in the designated changing stall area.

Items that may be brought over to the locker room for shower purposes are:

Swim bag, swim suits, swim shorts, swim towels, flip flops, swim cap, wash cloths and towels, clean undergarments, and bath robe. (If the group goes directly from the pool to the dining hall, combs and brushes may be brought along).

Swim caps may be requested and will be issued by the clothing department.

Items that may NOT be brought to the locker room are:

Shampoo, conditioner, body wash, lotion, feminine hygiene products and hopper bags.

(Exceptions to this rule are if medical staff approve for an alternate product to be used due to medical reasons. Cottage staff will need to bring the product over, and monitor that it is only being used by the youth that it is prescribed for).

POOL AREA

1. Anyone not participating in the scheduled swimming activity, are encouraged to walk laps around the pool (no cutting the corners, including the lifeguard chair. In addition, they must walk at a 10 foot minimal distance from each other and are not allowed shoes other than their gym shoes, flip flops, or may go barefoot).

2. Youth are expected to sit in the chairs and chairs are to be left in their designated area, if both swimming and walking are refused.
3. Those either walking or sitting out, are not allowed to talk with anyone, and they are not allowed to play with any pool equipment or toys.
4. Do not tamper with the lifeguarding equipment (shepherd's hook, backboard, and lifeguarding tube)
5. For your safety: There will be no diving in the shallow end (3-5 feet), no rough play or splashing or spitting water, no fake drowning, blowing the nose, or any other similar activities in the swimming pool is strictly prohibited, no running, no sitting/standing on the rope or jumping over, no hanging on the basketball hoop or ladders, no climbing on the lifeguard chair, no cart wheels, hand stands, flips, back dives of any kind off the pool deck.
6. When the group is in the water, they are expected to line up and the recreation staff will call laps. Ten laps are to be done as a group before free swimming.
7. No person having an obvious communicable disease, skin eruption, cut, sore or lesion, eye, ear, nose, or throat infection, is permitted to use any public swimming pool.
8. The hands off policy and remaining two arm lengths apart is in effect at all times in the pool area.
9. When exiting the pool, it is recommended to use the ladder.
10. No one is allowed to leave the pool area without permission

After swimming, at staff discretion, youth will be dismissed with cottage staff to shower three youth at a time. After 8 youth, recreation staff will need to enter the locker room with the remaining youth to assist with supervision until all showers are completed.

Items that may NOT be brought to the pool area are:

- Jewelry, watches, and shoes (other than shoes issued for gym recreation or flip flops)
- Books, homework, and any personal items.

DISCIPLINARY PROCEDURES

“One of the most important keys to Success is having the discipline to do what you know you should do, even when you don’t feel like doing it.” -

Unknown

DISCIPLINE

MINOR RULE INFRACTION

Minor rule infractions are those behaviors that disturb the functioning of group interactions and the learning of appropriate behaviors from staff, but such behaviors do not substantially threaten the safety and security of staff or youth, nor the order and stability of the facility. Minor infractions include:

1. Compliance with staff directives, but in a careless, haphazard manner or after an unwarranted time delay.
2. Profanity or verbal anger outbursts of short duration and intensity.
3. Insulting, bullying, or derogatory verbal behavior directed toward staff or other youth.
4. Destruction or misuse of state, facility, or another youth's property to include the misuse of school computers.
5. Non-compliance with any written facility rule.
6. Non-compliance with facility dress code.
7. Non-compliance with expected social etiquette and manners. Examples include, but are not limited to: abuse of personal hygiene items, playing a radio too loudly, or communicating with youth from another treatment group unless authorized to do so.
8. Verbalizing statements or lies that result in emotional harm to staff or other youth, or disturb group interactions.
9. The writing, passing, and/or possessing of notes between youth.

Issuing a Minor Rule Infraction Report

1. If a staff member has reason to believe you have committed a minor infraction, he/she will complete a written Minor Rule Infraction (MRI) report.
 - a. The MRI will list your name, the date and time of the infraction, the behavior needing improvement, and accountability measures.
 - b. A staff member will discuss the MRI with you, sign the report, and list the date and time they talked with you.
 - c. The MRI must be served within 24 hours of the occurrence/discovery of the infraction.
 - d. You will be asked to sign the MRI as acknowledgement of receipt, but are not required to do so.

- e. You will receive a copy of the Minor Rule Infraction.

Accountability Measures

As noted on the MRI, the accountability measures shall be appropriate to the offense, and provide a learning experience for you. Staff have wide latitude in determining accountability; which may include, but are not limited to:

- a. extra work detail
- b. loss of radio or other personal items
- c. loss of make-up
- d. writing an essay
- e. writing an apology.

MAJOR VIOLATIONS

Major violations are those infractions that significantly threaten the safety and security of staff or youth, or threaten to disrupt the maintenance of order and stability in the facility. Only observable behavior constitutes rule violations, or where there is overwhelming evidence to indicate a violation has occurred. Several of the following violations may also be considered criminal offenses and, consequently, a violation of these rules shall also be referred to appropriate court or law enforcement officials for investigation and consideration for prosecution.

Major violations include:

1. **Disobeying a Direct Order.** Disobeying any verbal or written order or instruction from any employee, or refusing immediately to comply with such a direct order.
2. **Disruption of Authorized Duties.** Hindering any employee or youth in the performance of his/her duties by creating a disturbance, causing a delay, giving false information to authorized State personnel, delaying count, turning in a false alarm, wearing a disguise or mask, tampering with locks, malingering, littering, or by creating or maintaining a health, safety or fire hazard.
3. **Unauthorized Areas.** Being in or reporting to any area without proper authorization, or failure to report to a work assignment, program assignment, or other designated area without permission.
4. **Assault/Fighting.** Assault on another person which causes pain or bodily injury or fighting with another person resulting in bodily injury. Assault is also classified as knowingly and intentionally striking any YRTC-G employee with any bodily fluid. Bodily fluid includes, but is not limited to, any quantity of human blood, urine, saliva, mucus, vomitus, seminal fluid, or feces.
5. **Use of Threatening Language or Gestures.** Use of language or gestures thereby threatening physical harm or assault to another person.

6. **Flare of Tempers/Minor Physical Contact.** Flare of temper resulting in minor physical contact, or which appears likely to result in a confrontation; or such conduct on the part of a youth directed toward any person(s).
7. **Swearing, Cursing, or Use of Abusive Language or Gestures.** Swearing, cursing, or use of abusive gestures or language (including those of a sexual nature) within the sight or hearing of another person.
8. **Possession or Manufacture of Weapons.** Possession or manufacture of any weapon or article to be used as a weapon.
9. **Mutinous Actions.** Mutiny, inciting to riot, insurrection, taking of hostages, and/or arson in any part of the institution, or any work assignment, or within the extended limits of the facility.
10. **Failure to work.** Failure to work as appropriately directed by a staff member or agent of the State.
11. **Work Stoppage/Work Strike.** Encouraging other youth to refuse to work or participate in designated programs, or preventing other youth from working, or participating in designated programs.
12. **Refusal to Submit to a Search.** Refusal to submit to a search of person, clothing, property, or living quarters when ordered by authorized personnel; flight to avoid search; or interference with such a search.
13. **Violation of Consequences.** Violation of restrictions/consequences or failure to complete accountability measures as imposed as the result of a written major or minor rule infraction.
14. **Violation of Any Signed Program Agreement.** Violation of any term or condition of any signed program agreement.
15. **Conduct with a Visitor in Violation of Regulations.** Conduct with a visitor in violation of visiting regulations that have been posted or otherwise published to the youth population.
16. **Violation of Mail, Telephone, or Visitation Regulations.** Unauthorized communication, including the sending of mail to persons not authorized or unauthorized telephone calls; misrepresenting visitors, violation of off-campus visitation rules which includes an unauthorized area, driving a vehicle, use of social media, use of internet, or use of a cell phone during visitation.
17. **Violation of Regulations.** Failure to adhere to any written or posted order or regulation of the facility or a program of the Department.
18. **Escape.** Escape is defined as the intentional, unauthorized breaching of the facility's identified perimeter or absencing oneself from lawful supervision for the purpose of evading custody when said actions put a youth out of the line of sight of staff and the youth is absent for over 30 minutes. A youth may also be charged with escape if she fails to return to official custody following temporary leave granted for a specific purpose or limited time period.
19. **Attempted Escape:** When a youth takes a substantial step toward escaping from custody by attempting to or breaching the facility's identified perimeter or absencing herself from lawful supervision for the purpose of evading custody, but the youth remains in the line of sight of staff members or is absent for under 30 minutes.

20. **Escape Paraphernalia.** Possession, manufacture, or use of escape paraphernalia, to include written communications containing escape references/plans or verbal communications with another person concerning escape references/plans. (Note: At the discretion of the staff writing the violation and the Hearing Officer, and in accordance with their perceptions(s) as to the seriousness of the plan, this may be a level III violation or lower.)
21. **Drug or Intoxicant Abuse.** Use of or trafficking in drugs, narcotics, or medication not prescribed by facility medical personnel or of intoxicants; use of authorized medication contrary to prescriptions; being under the influence of any intoxicant; or refusal to submit to a breath, blood, or urine test upon instruction from authorized personnel. Tampering with test procedures, contaminating evidence or intentionally invalidating the urinalysis in any manner.
22. **Possession or Manufacture of Drugs or Intoxicants.** Possession or manufacture of drugs, narcotics, or medication not prescribed by facility personnel, or intoxicants; possession of authorized medication contrary to prescription; possession of articles used in the manufacture of intoxicants or drugs.
23. **Drug Paraphernalia.** Possession, or manufacture of needles, syringes, or any other drug or narcotic paraphernalia.
24. **Selling, Loaning, or Giving Items to Others.** Selling, giving or loaning anything or accepting anything from another person without the prior approval of the Facility Administrator.
25. **Possessing or Receiving Unauthorized Articles.** Possessing or receiving unauthorized articles from another person without the approval of the Facility Administrator. Any item that has not been issued to a youth, purchased by her through proper institutional channels, or otherwise specifically approved for her possession by the facility administration is an unauthorized article.
26. **Theft.** Taking of property from another person or from the State with the intent to deprive the owner of the property's use; or the unauthorized possession of stolen property.
27. **Destruction of Property Under \$100.** Destruction, alteration, unauthorized use, or wasting of property which belongs to the State or another person valued under \$100; or unauthorized contact or interference with such property.
28. **Destruction of Property Valued Between \$100 and \$500.** Destruction, alteration, unauthorized use, or wasting of property which belongs to the State or another person valued between \$100 and \$500; or unauthorized contact or interference with such property.
29. **Destruction of Property Over \$500.** Destruction, alteration, unauthorized use, or wasting of property which belongs to the State or another person valued over \$500; or unauthorized contact or interference with such property.
30. **Demanding Payment for Protection.** Demanding or receiving anything from another person in exchange for protecting another person from the youth population; demanding, or receiving anything in exchange for not informing on another person, or threatening to inform on another person.
31. **Law Violations.** Violation of any law, statute, or ordinance of any city, county, state, or federal government; or failure to promptly notify Department authorities of any contact with law

enforcement officials.

32. **Inappropriate Physical Contact.** Engaging in inappropriate, intentional physical contact (that does not fall within the Sexual Abuse definition). These activities may include kissing, holding hands, brushing against another's body, horseplay, and inappropriate contact with yourself, etc.
33. **Sexual Harassment.** Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive nature. These may include inflammatory comments, jokes, pressure for sexual activities, physical contact, etc.
34. **Sexual Abuse.** Includes any of the following acts: penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.
35. **Murder/Manslaughter.** The killing of another person.
36. **Bribery.** Offering to sell, give, or loan any item or to perform any service for the benefit of any person in exchange for that person's deviation from assigned authorized duties or institutional rules.
37. **Forgery.** Forging, or altering official papers or documents.
38. **Promoting Gambling.** Promoting gambling; or possessing gambling devices or records.
39. **Gambling.** Betting on the outcome of a future event such as a game of skill or chance.
40. **Improper Handling of Funds.** Failure to turn over all incoming monies to the Department's accountant or designee for processing; the cashing of payroll checks; the diversion of incoming monies; or the making of unauthorized deductions from payroll checks.
41. **Possession of Official Government Money Without Authorization.** Possession of official government money without authorization, or in excess of the amount authorized by the Facility Administrator.
42. **Improper Use of Transportation.** Operation of a motor vehicle.
43. **Tattoo/Engraving/Piercing Activities.** Performing tattoo services, maintaining tattoo paraphernalia, or receiving a tattoo. Engraving of self or aiding or abetting another youth in engraving. Piercing any body part, performing piercing services; or aiding or abetting another youth in piercing. Branding of self or aiding and abetting another youth in branding. Insertion of a foreign object in any piercing.
44. **Gang-Related Behavior.** Use of gestures/language (oral or written), drawings, or other conduct that promotes or indicates gang affiliation.
45. **Aiding and Abetting.** Aiding, abetting, procuring, or causing another youth to commit an infraction of any of codes of infractions. (Note: Mere knowledge of a plan does not consist of aiding and abetting; an overt act or gesture must take place. Youth found guilty of aiding and abetting are subject to the same penalties as the youth(s) actually committing the infraction.)

Violation Reports

If a staff member has a reasonable belief that a youth has committed a major violation of facility rules, he/she will complete a written Violation Report.

1. The violation report will indicate, in full detail, the time of occurrence, date of occurrence, and a description of the incident.
2. Upon receiving the written violation report, the OD assumes the duties of a Screening Officer and begins an investigation within 24 hours of the occurrence (or discovery) of the incident. The investigation is completed without unreasonable delay, unless there are exceptional circumstances for delaying the investigation.
3. The Screening Officer will determine if there is reasonable suspicion that the infraction occurred. If reasonable suspicion is found, the Screening Officer will determine the rule(s) that were allegedly violated and list those on the violation report.
6. The Screening Officer will serve the youth the violation report within 24 hours of the occurrence of the violation (of within 24 hours of discovery of the alleged violation).
5. The Screening Officer reviews the violation with the youth, including your rights, and asks the youth to sign the report.
 - a. The youth's signature does not imply acceptance or disagreement with the report or any of the contents, but indicates that the youth has read or had read to her the report, which includes a statement of her rights.
6. At the time of service, the youth may elect to waive her rights as outlined on the violation report.
 - a. The youth may waive her rights by signing the appropriate place on the violation report.
 - b. The Screening Officer then assumes the duties of the Hearing Officer and the hearing may be immediately conducted.
7. Should a youth elect to not waive her rights, the Screening Officer sets the date for the disciplinary hearing.
 - a. A disciplinary hearing is scheduled to be held within 5 days of service of the violation (excluding holidays).
 - b. Juveniles are notified of the time and place of the hearing at least 24 hours in advance of the hearing.
 - c. Disciplinary hearings will generally be held on Mondays, Wednesdays, and Fridays.

- d. Youth who have a pending disciplinary hearing will remain on campus until the violation has been disposed of.
- 8. When establishing the time for the disciplinary hearing, the Screening Officer will also ask the youth if they would like any witnesses present at the hearing.
- 9. The youth will be given the goldenrod copy of the violation report at the time it is served.

Disciplinary Hearings

At the time of the disciplinary hearing, the OD's shall assume the duties of a Hearing Officer to review written major violations.

- 1. Youth charged with a rule violation are present at the hearing, unless they waive that right in writing or their behavior justifies exclusion.
- 2. Youth may request any staff member to represent them at disciplinary hearings and to question relevant witnesses.
- 3. Youth will be given the opportunity to make a statement and present documentary evidence.
- 4. After the Hearing Officer has heard the evidence, he/she will find that the youth committed the violation, did not commit the violation, or the violation is amended.
- 5. The Hearing Officer determines the level of the violation, along with the accompanying disciplinary zero.
- 6. The youth may complete the "Reflective Learning Worksheet" which will be processed with staff.
- 7. The Hearing Officer records his/her findings on the violation report, assigns the accountability measures, notes the date and time of disposition, signs the report, and the youth will sign the report and be given a copy.

Disciplinary Zero

A youth who is found to have committed a major violation is placed on a "disciplinary zero" for one of the following: 7 days, 14 days, 21 days, or 30 days. The disciplinary zero begins at the time the violation is disposed of.

A disciplinary zero carries the following sanctions:

- 1. Youth may not have any off-campus visits or participate in off-campus staff supervised activities or work programs;
- 2. A youth's progress may be reviewed by the treatment team, but she may not pass an outcome; LaFlesche youth may not advance to a higher level while on a zero;

3. Youth may not be considered for a furlough if they are on a zero at the time of the furlough review;
4. Youth may not receive cosmetology services;
5. Youth may not be voted on for release while on a disciplinary zero.

Disciplinary Appeals

1. All disciplinary hearings and dispositions are reviewed by the Facility Administrator/Facility Operating Officer to assure conformity with policy and procedures.
2. Youth have the right to appeal decisions regarding their violations within 15 days of the receipt of the decision. Youth may do so by writing a letter to the Facility Administrator asking to appeal the decision. The appeal is decided within 30 days and the youth is promptly notified in writing of the results of the appeal.

YOUTH RIGHTS

YOUTH RIGHTS

The Youth Rehabilitation & Treatment Center - Geneva (YRTC-G) will make every effort to protect the safety and constitutional rights of youth and seek a balance between expression of individual rights and preservation of facility order.

All youth placed at the YRTC-G are afforded certain rights as set forth in statutes, case law, and the constitution. It is the policy of this facility to recognize those rights and other rights granted through the Department of Health & Human Services/Office of Juvenile Services' rules and regulations.

The YRTC-G shall ensure that all youth are advised of all rules and regulations governing youth. This normally will be done during the youth's orientation.

The opportunity for youth to participate in all facility programs shall not be discriminatory based on race, religion, national origin, gender, sexual orientation, disability, or political views.

The supervision and control of youth shall be exercised by facility staff members only. Twenty-four hour supervision of youth is provided by staff members in all programs and areas of the facility. Certified volunteers may assist in non-supervisory program areas. Youth are not expected to assist in physically controlling other youth.

Youth shall not participate in medical, pharmaceutical, or cosmetic testing either for experimental or research purposes.

Youth have access to counsel, confidential contact with attorneys, their authorized representatives, the courts, and to legal material. This contact includes, but is not limited to, telephone communications, uncensored correspondence, and visits.

Privileged incoming mail may be opened in the presence of the youth to check for contraband, but not read. Privileged outgoing mail will not be limited in number or frequency.

Youth are not subjected to corporal or unusual punishment, humiliation, disease, property damage, mental, sexual, or personal abuse or harassment, personal injury, or punitive interference with the daily functions of living, such as eating or sleeping. Food, including snacks, is not withheld, nor is the established menu varied as a disciplinary consequence.

Youth shall not be required to participate in uncompensated work assignments not reasonably related to their general housekeeping, maintenance of the facility or grounds, personal hygiene needs, or is part of a vocational/training program or approved community service.

Items of jewelry that could be used to inflict bodily harm upon self or peers shall not be approved for use. A youth may wear a religious medal on a chain. A youth may wear a personal wristwatch.

Hairstyles may be individually chosen except when special restrictions may be necessary for reasons of personal health and safety. Hair extensions/weaves are prohibited and will be removed by the cosmetologist and stored in a secure area.

All religious services and activities are attended on a voluntary basis, subject only to the limitations necessary to maintain order and security.

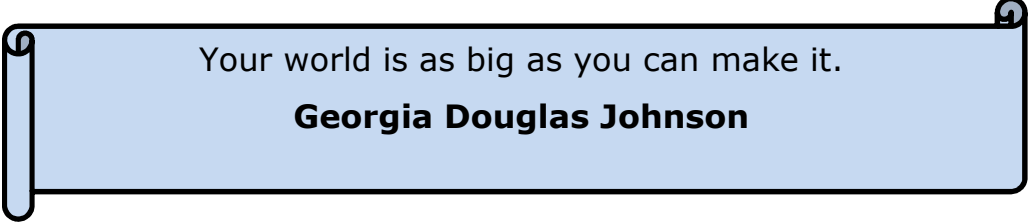
Personal items capable of being used to inflict bodily harm on self and others will not be allowed.

Non-approved personal items (including jewelry) will be inventoried and stored in a secure area or returned to the youth's home.

Youth will have reasonable access to the general public through the communication media, subject only to the limitations necessary to maintain order and security and to protect the youth's rights. Youth have access to publications through the library and cottage units. Media requests for interviews and youth/parent consents are in writing.

A written grievance procedure is available for you to use and is included in this Rulebook. (Look in the Treatment Section under Issue Resolution for the grievance procedures)

REPORTING OF INCIDENTS



Your world is as big as you can make it.

Georgia Douglas Johnson

REPORTING OF SIGNIFICANT INCIDENTS

We can't say this enough—we want to keep you emotionally and physically safe, but to do this we need your help. We ask that when any of the following situations occurs or if for any reason you feel threatened or intimidated, let a staff member know—it **can be any staff member of your choice and you may talk to them privately**. This isn't "snitching" on someone, it is helping to keep the facility safe for you and for other youth. Remember, this is your community; let's make it a safe one.

REPORTING OF THREATENING OR EMOTIONALLY DAMAGING BEHAVIORS

If at any time a youth threatens to physically or sexually harm you or other youth, or is making comments that make you uncomfortable or cause you emotional pain, please let staff know immediately.

All youth have the right to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents. You can privately report an alleged incident that was perpetrated by another youth, staff member, volunteer, or contractor while at the facility.

Also, there are times when contractors or workers from outside the facility will be working on campus. There is to be no contact between the youth and contractors/workers. If a worker attempts to talk to you, do not answer and immediately report it to a staff member.

TELL STAFF. TELL A FRIEND. TELL SOMEONE YOU TRUST

REPORTING OF SELF-INJURIOUS BEHAVIORS

If at any time you feel that you may want to harm yourself or have harmed yourself in any way, please talk to a staff member and let them know what you are feeling. Also, if you feel another girl is struggling and may harm herself, please let staff know.

REPORTING OF PHYSICAL ABUSE, NEGLECT, SEXUAL HARASSMENT, SEXUAL ABUSE, OR SEXUAL ASSAULT

The YRTC-G mandates zero tolerance toward all forms of physical abuse, neglect, sexual abuse, sexual harassment, or sexual assault from other youth, staff, contractors, or volunteers. In the event that you experience any type of sexual or physical threat to your personal safety by anyone on this campus or during off-campus visits and/or activities, you should report this incident immediately to any staff member who will take steps to ensure your safety. If you wish to submit a written report regarding your concerns to the Facility Administrator, you may do so. If you had one of these instances occur to you before you came to the YRTC-G and it has not been reported, you may report your concerns to the DHHS Child Abuse/Neglect Hotline (1-800-652-1999). You may ask any staff member for assistance in placing the call or they may call for you. In addition to the Hotline, the Facility Administrator will be informed.

If the incident occurred at the YRTC-G, during the time following the reporting of the incident and the incident's investigation and final resolution, you will be assigned a safety plan that will remove you from regular contact with the alleged perpetrator. Counseling and medical staff will also be available to visit with you about the alleged incident and provide treatment. If you report an abuse incident to a staff member that has not been previously reported, that staff member has a duty to report it—they cannot keep it confidential.

SAFEKEEPING

If you feel unsafe or feel you require protection from others, you may ask to be placed in protective safekeeping for up to 24 hours or staff may elect to place you in protective safekeeping. Protective safekeeping must be reviewed/approved by the Facility Administrator or Facility Operating Officer. Continued

protective safekeeping beyond 24 hours must be approved by the Facility Administrator or Facility Operating Officer. Your treatment team will develop an individualized plan to assure your safety and continuous services and programming. This plan may include alternative permanent housing within the facility.

Also, if you are struggling with your behaviors, you may ask to be placed in administrative safekeeping, or staff may choose to put you in administrative safekeeping for up to 24 hours. It is hoped that by removing you from the immediate situation you will be able to de-escalate your behaviors.

Please note that placement in safekeeping is not a punishment and you receive no consequences. Rather, placement in safekeeping is an attempt to keep you safe and help you deal with your behaviors before they escalate.

TIME-OUTS

At any time, you are struggling with your behaviors, you may ask for a “time-out” or “cooling off” period in your room. Staff may also direct youth to take a “time-out” in their room in an attempt to help with behaviors.

If you do not participate in a scheduled program/activity, you may be asked to stay in your room and sign a “Program Refusal” form. It is your right to refuse programming; however, not participating will count against you and slow down your programming.

ROOM CONFINEMENT

You may be placed in room confinement as a way to help bring your behavior into control until you can safely be returned to your regular programming. You may be placed in room confinement if you are an imminent threat to yourself or others, or the safety/security or good order of the facility.

RESTRAINT USE

Your emotional and physical safety is very important to us. Because of this, there may be emergency situations when staff will be required to restrain a youth. These situations occur only as a last resort, but may happen when a youth is trying to harm herself, when she is trying to harm others, to prevent an escape, and in some cases, to prevent damage to state property.

Restraining a youth is used only when necessary, and is never used as punishment at the YRTC-G.

You are never expected to become involved in an incident where a youth is out of control and you are not expected to restrain out-of-control youth. This is staff's responsibility.

If you ever have a question about an incident you were involved in, or if you witnessed an incident that was upsetting to you, please talk to a staff member of your choosing about your feelings.

EMERGENCY PROCEDURES

REMEMBER: In any type of emergency, REMAIN CALM, QUIET, AND FOLLOW STAFF DIRECTIVES.

FIRE PROCEDURES

- If staff or youth observe fire or smoke and the automatic alarm has not been activated, they should activate the alarm by using the manual “Pull Stations.”
- If you are in your room when you hear the fire alarm, you are to come out of your room, stay on silence, and stand in front or beside your door, taking care not to block the middle of the hall. Take note of any group members who have not come out of their rooms and let staff know.
- Follow staff directives to line up with your group at the nearest exit not blocked by fire, heat, or smoke. All exits are marked and there are also directional maps located in each building.
- **Do not** take time to change clothes, put on shoes, or gather personal belongings to take with you.
- Proceed out of the building and wait at the designated area assigned to your cottage so staff can make a group count. Proceed to the Chapel at staff’s directive.

You will receive training in these procedures in your living unit and will have regular fire drills.

SEVERE WEATHER

In the event of severe weather, such as a tornado or wind storm, the following procedures will be followed:

YRTC-G has a storm cave that is available for use in the event of severe weather, as well as designated areas in each building. Your cottage staff will let you know whether you will be taking shelter in the storm cave, or whether you will remain in the cottage in the area designated for use during severe weather.

Whether taking shelter in the storm cave or staying in the building you are at, follow these instructions:

- Remain calm and listen to staff directives. Stay on silence.
- If you are locked in your room, wait until staff unlock the door and follow staff directives. Don't worry about getting dressed even if you are in your pajamas. If you are in the shower, quickly put on a robe.
- Line up with your group as directed by staff. Make certain everyone is accounted for. Let staff know if anyone is missing.
- Proceed to the area that staff directs you to.

TOXIC & CAUSTIC MATERIALS

YRTC-G uses a strict system of control for toxic, caustic, and flammable materials. No toxic or caustic materials are located in the cottage living units and you will not be required to use any of these materials in the completion of your detail work. However, it is always important to be aware of the potential hazards of any materials you use in your everyday life. Examples of common warning labels located on materials are listed below. Before using any material, i.e. cleaners, weed killers, paint, bleach, etc. be sure to examine the manufacturer's label carefully so you can use the material properly.

SAMPLE WARNING LABELS



(Corrosive Material)

CAUTION

Mild to moderately hazardous

WARNING

Moderately hazardous

DANGER

Extremely flammable, corrosive or highly toxic

POISON

Highly toxic

MISCELLANEOUS

CAMPUS MOVEMENT

All youth will be accompanied by staff when moving from one area of campus to another at all times.

You should always use the sidewalks. If you are with your group, you should stay together and move in an orderly and quiet manner. You are not allowed to cross communicate with members of other treatment groups, and should never wait for someone from another treatment group when going between buildings. When moving across campus, **DO NOT RUN!**

ESCAPE/RUNAWAY

You shall remain within the institutional perimeter under the supervision of staff, unless authorized by the Facility Administrator or his designee to be off campus. Institutional perimeters are defined as follows: North--a line running east and west adjacent to the northern group of apartments; South--a line running east and west adjacent to the tree line south of Sacajawea, Burroughs, and Sandoz Cottages; East: A line running north and south along the west edge of the farm ground that is located to the east of LaFlesche and Sacajawea Cottages; West: A line running north and south adjacent to 1st Street.

The following procedure will be implemented in regard to escapes from the institution, escape while on off-campus activities/visits, and escape while on furlough.

Escape incidents may be filed with the Fillmore County Attorney for his/her review and decision as to filing a Felony Escape from Detention as described in Nebraska State Statutes, 28-912, 1995 cumulative supplement.

As noted in a description of the statute, the penalty for escape constitutes either a Class III or Class IV felony. A Class III felony can result in a minimum of one year up to 20 years imprisonment, or \$25,000 fine, or both. A Class IV felony can result in a minimum of one up to 5 years imprisonment or \$10,000 fine, or both.

Youth found to have aided or abetted an escape are subject to the same punishments as those girl(s) actually committing the escape.

SEARCHES

It is the policy of YRTC-G that searches be conducted upon a youth's admittance to the facility and when contraband or new crimes are suspected. Every effort will be made to prevent any loss of dignity or embarrassment to the person(s) being searched and to prevent damage to any property.

1. Upon returning to the YRTC-G after each visit, after every off-campus activity, after off-campus medical/dental appointments, and after returning from a furlough, you will receive a pat search which entails patting down without the physical removal of clothing, other than hat, coats, shoes, socks, and emptying of pockets.
2. Strip searches are the complete removal of all articles of clothing. This search will include visual observation only with no incidental contact. This search can be conducted privately by two female medical staff and with the consent and approval of the Facility Administrator or Facility Operating Officer.
3. A body cavity search involves the complete removal of all articles of clothing and an examination is done of the body orifices and cavities. This search will be conducted in private by a health care practitioner and with the consent and approval of the Facility Administrator and designated health authority.

4. Facility searches for suspected contraband can be conducted in any area of the facility.
5. Before you are admitted to an unoccupied room, it will have already been thoroughly searched.
6. Searches will be conducted when ordered by the Facility Administrator or Facility Operating Officer.
7. Searches will be conducted no more often than necessary to control contraband or to retrieve missing or stolen property. However, your room is visually inspected on a regular basis.
8. During any search, all contraband found is confiscated, recorded, and reported immediately to the Facility Operating Officer. It is important that searches be systematic and do not result in damage, loss, or abuse to any other youth's personal property. After a search, areas searched should be left in as near the same condition as before the search.

ROOM CHECKS

Whenever you are in your room, staff will make regular room checks to ensure that you are safe. They also make regular room checks on every youth during the night hours when you are sleeping.

In all instances when a room check is made and you are in bed sleeping, some portion of your body must be visible to the person making the room check. You may be asked to, for example, uncover your head so staff can ensure that you are safe. Remember, in these instances they are only asking you to do this for your own safety and security and it is your responsibility to comply.

TREATMENT

myJ_♀ourney

*“To get through the journey, we need to take only one step at a time,
But we must keep on stepping.”*

--Chinese Proverb

We believe that each youth coming to the YRTC-G is an individual, with her own strengths and needs. YRTC-G has many treatment components to help each youth on her personal journey, and employs numerous treatment professionals to help youth address their needs. We have a clinical psychologist, licensed counselors, and a contractual psychiatric nurse practitioner available to provide services. In addition, staff on campus have extensive training and experience in working with youth and will be helping you as you work your way through the program and providing input as to your progress. This includes case managers, teachers, kitchen staff, cottage staff, nurses, Officers-of-the-Day, recreation staff, support staff, etc.

The core program at the Youth Rehabilitation & Treatment Center – Geneva is called My J_♀ourney, and is based on learning new skills in a gender friendly manner. During your stay, we will assist you in identifying areas you need help in and work with you in developing outcomes and strategies to help you make changes. In short, we want you to learn new skills in a way that is meaningful and has purpose for you so that you will be able to use these skills when you leave here. The most important question you should be asking yourself is not, “What do I have to do to get out of here?” rather, “What do I need to learn to stay out of here (and other places like it)?”

In addition to the core program, YRTC-G provides a variety of treatment opportunities for youth. You may be involved in cognitive behavioral group treatment programs including Aggression Replacement Training (ART) and Thinking for a Change (T4C). Additionally, depending on your needs, you may participate in programming to address self-harm behaviors, mood management, grief related symptoms, and trauma related symptoms. We also have a “Mothers and Babies” program available to all youth who are pregnant or who already have children.

During your orientation, you will attend drug/alcohol education classes. You will attend classroom education that will cover all aspects of drug/alcohol education. In addition to the educational classes, an evaluation of your prior substance use will be completed. This screening is required so we can complete an accurate assessment of your use. You may also receive individual drug/alcohol counseling.

Individual counseling, family counseling, psychological/psychiatric consultations, and pregnancy/parenting education may be provided. Again, these services are provided based on your needs.

CORE TREATMENT PROGRAM

6 LIFE OUTCOMES:

At the heart of our program are the 6 Life Outcomes. The 6 Life Outcomes are seen as the foundations for leading a healthy and happy life. By successfully working through your individual treatment and academic outcomes, you will have also made progress on these 6 Life Outcomes. To that end, the 6 Life Outcomes are part of the criteria for earning release. Before leaving the Youth Rehabilitation & Treatment Center – Geneva, you will have:

- 1) Improved upon your knowledge and skill in developing healthy and appropriate relationships with your peers, family members, community members, and authority figures.
- 2) Developed an understanding of a healthy lifestyle and have taken steps to achieve this.
- 3) Developed skills in identifying and examining your life issues and concerns and how they have effected your choices.
- 4) Achieved at your academic ability and identified future academic or vocational goals, where appropriate.
- 5) Knowledge of and understand the physical and emotional effects of the abusive use of alcohol and other drugs.

- 6) Developed skills to reconnect with your community.

INDIVIDUAL OUTCOMES, NEEDS AND STRATEGIES:

As reported earlier in this rulebook, the Classification Committee will identify areas that you may need to work on. Because you know yourself best and what works best for you, you will write outcomes (goals) for these areas, with the help of your assigned case manager. Once these outcomes have been approved, typed, and signed, they will be distributed, including a copy for you and your parents or primary caretakers. These outcomes form the base for your treatment plan.

With the help of your case manager, you will select which outcome you would like to work on, identify the needs, and develop strategies to help you achieve this outcome. An “Outcomes, Needs, and Strategies” (ONS) form will be filled out. In addition to the outcome, needs, and strategies that you developed, the treatment team will identify ways in which staff can assist you in achieving your outcome.

We feel that education is a key to your future success. Therefore, in addition to the treatment outcomes listed above, you will also develop an academic outcome, recreation outcome, and drug/alcohol outcome (if needed) that you will be working on throughout your stay. You will work with staff to identify these outcomes and develop strategies to achieve success. You will work on your academic, recreation and drug/alcohol outcomes in addition to your other selected treatment outcomes. Work on the academic, recreation and drug/alcohol outcomes continues throughout your stay; you never actually “pass” these outcomes and move on to another outcome; you work on them all the time. Should you complete all of your academic, recreation, and drug/alcohol strategies, you may develop more strategies to help you achieve at an even higher level.

Your progress on the outcome and strategies you are working on, including your academic, recreation, and drug/alcohol outcomes, will be reviewed every

two weeks by your Treatment Team. On the evening before your review, you will write a letter about how you feel you have done on your outcomes. Your letter will then be presented to the treatment team on Tuesday. The Treatment Team will review the comments regarding your progress on your outcome from staff in all areas, as well as the group comments. They may recommend that you continue work on the same outcome, change strategies, or approve you moving on to a new outcome, etc. Remember, in order to move on to another outcome, you must not only have made progress on your strategies and outcome, but your behavior must consistently reflect the progress that you have made.

The Treatment Team may also decide to have you work on an outcome you had previously “passed” should you fail to maintain your progress on that outcome. You may also ask to be reassigned an outcome if you are struggling in that area or negative behaviors warrant. Youth are encouraged to work on their outcomes, even if on a disciplinary zero.

RELEASE PROCESS

You may ask for release consideration when you have:

- 1) Completed or made adequate progress on your outcomes, including your academic, recreation, and drug/alcohol outcomes.
- 2) Made satisfactory progress on the 6 Life Outcomes.
- 3) Completed your Relapse Prevention Plan
- 4) Completed a written a summary of the progress you have made at the YRTC-G.

At the discretion of your assigned case manager, she/he will submit your name to the treatment team for release consideration. The treatment team will forward their recommendation to the Administrative Team. The Administrative Team will vote on your release based on the above criteria. The Facility Administrator, acting as the releasing authority, will give final approval to release.

If you are cleared for release, arrangements will be made for your release.

Your release may be coordinated around the school semester, so not to lose any school credits. If your release is denied, you will receive written comments about why you were denied and what you will need to work on before applying for release again.

COMMUNITY SCORES AND REWARDS

The treatment team will assign each group a community score on a weekly basis. This community score will be based on established criteria as outlined on the next page and will include the group's progress on their group skill building topic and overall behavior. Groups will receive a reward based on their community score. (See Community Criteria Score & Reward List.)

COMMUNITY CRITERIA SCORES

- 1** Majority of the group are not working with each other or staff in a positive manner. There is an “every girl for herself” mentality.
Girls are not talking through their issues and resolving them.
The group is unable to successfully complete The Gathering.
The group refuses to assume any responsibilities.
Little or no progress on Character Traits / group activity.
Staff involvement and intervention is constant.
- 2** At least half of the group is working with each other and staff.
More consistent talking and resolving issues and use of The Gathering.
Follow through on responsibilities has improved.
Although improvement has been shown, there is still limited motivation to work on the Character Traits.
Staff involvement is required.
- 3** Continued improvement in all criteria.
- 4** Respect is shown to group members/staff. Peer support continues to grow.
Consistent improvement in talking through and resolving conflicts. The Gathering is completed with the group showing attentive and respectful behavior.
Group shows responsibility in all expectations.
Group actively working on Character Traits and outcome thinking is occurring more frequently.
Staff involvement is still present but at a lower level.
Completing group activity as whole
- 5** Majority of the group is correctly and consistently working together on all levels.
Group is consistently talking through and resolving issues and completing The Gathering.
Group begins to take on more responsibility for the condition of their group.
Group continues to actively and consistently work on Character Traits.
Group begins to take on more responsibility for the condition of their group. Staff involvement and direction continues to decrease.
Completing group activity as a whole
- 6-7** Majority of the group are working together. Group business is handled by the group.
Girls don’t need to talk through and resolve issues as much because of the personal accountability of the group members.
The group handles responsibilities without being told.
Character Traits are realistic and beneficial and group works on and completes the topic with little assistance from staff.
Staff involvement is minimal as the group is handling all areas in a responsible manner.
Completing The Gathering and group activity as a whole.

COMMUNITY REWARDS

The following are suggested rewards when groups attain the indicated community score. Groups may select one reward from the reward list for the community score they attain. The group earns the reward the first week they attain the score; i.e. if they are a “3” for 4 weeks in a row, they only get the reward the first week. Also, they do not get a reward if their score is lower than the previous week, i.e. if they go from a “5” to a “3”, they would not earn a reward at the “3” level.

- | | |
|----|---|
| 1: | No Reward |
| 2: | Certificate of Achievement
Flavored water |
| 3: | 20 Minute shower
Extra day to shave
CD Night
Slipper Day (In Cottage) |
| 4: | Extra ½ hour before lights out
Picture taken for scrapbook
Extra stamp |
| 5: | Spa Day in the cottage
Ice cream sundaes {choice of ice cream (chocolate or vanilla),
choice of one topping (Oreo, Snickers, Reese’s pieces), chocolate
syrup, whip topping} |
| 6: | Plan/Prepare special meal (within meal pattern requirements)
Dinner and Movie (On-campus)
Attend off-campus movie |

PRO-SOCIAL SKILLS & CHARACTER TRAITS

Throughout your stay, you will be learning about and using the following pro-social skills and Character Traits. These may be a part of your Individual Treatment Outcomes, or your group may be asked to work together on one of the skills. You will also be using them extensively as you work through issues with your group members.

PRO-SOCIAL SKILLS:

Understanding Feelings: <ul style="list-style-type: none">• Being able to identify what feelings are and how they connect with how a person acts.
Expressing Empathy: <ul style="list-style-type: none">• The ability to provide emotional support through verbal comments, statements, and reflections
Helping Others: <ul style="list-style-type: none">• Choosing to provide verbal and non-verbal feedback in a non-threatening, supportive manner that respects the boundaries of others
Receiving Help: <ul style="list-style-type: none">• Accepting feedback with behavior that is respectful of those offering help through feedback
Conflict Resolution: <ul style="list-style-type: none">• When confronted with disagreements or different perspectives, identifying a process that will allow a girl to move on without hurtful behaviors towards herself or others• <u>Dealing with Accusations:</u> A style of responding to questions, confrontations in a manner that is respectful of one's self and others.• <u>Accepting feedback:</u> Respecting another's point of view in a way that allows her to manage her emotions in a safe manner.
Making a Complaint: <ul style="list-style-type: none">• Developing the skill where a girl can learn how to express a concern clearly and concisely to someone who is in authority or who has a different point of view
Responding to Failure: <ul style="list-style-type: none">• Being able to learn from the experience of not meeting the expectations that a girl makes for herself and/or what others expect, and applying that knowledge to the inner balance.
Responding to Successes: <ul style="list-style-type: none">• The celebration of personal accomplishments in a manner that is respectful of one's inner balance and others

Character Traits

Caring: <ul style="list-style-type: none">• Showing concern for others through words and actions.
Cooperation: <ul style="list-style-type: none">• Being able to work with others to accomplish a task or play a game.
Courage: <ul style="list-style-type: none">• Taking positive and healthy risks to benefit yourself and others.
Goal Setting: <ul style="list-style-type: none">• Identify a desired outcome and plan a line of action to achieve it.
Gratitude: <ul style="list-style-type: none">• An understanding and awareness of the help or care another has given and the willingness to openly give thanks.
Honesty: <ul style="list-style-type: none">• A willingness to say openly what is known to be true.
Humanity: <ul style="list-style-type: none">• Believing that people of different cultures, abilities, religions, sexes, and races are equally valuable members of our society.
Integrity: <ul style="list-style-type: none">• Doing what is right, fair, and honorable.
Patience <ul style="list-style-type: none">• A willingness to wait and endure without complaints.
Perseverance <ul style="list-style-type: none">• Staying with a task; not giving up.
Respect: <ul style="list-style-type: none">• Showing regard for self, others, property and those in authority.
Responsibility: <ul style="list-style-type: none">• A willingness to be accountable for your own actions without blaming others.
Self-Control: <ul style="list-style-type: none">• Managing your behavior in a positive way.
Self-Esteem: <ul style="list-style-type: none">• Having and demonstrating a positive belief in yourself.
Service: <ul style="list-style-type: none">• Extending time and effort to help others.

ISSUE RESOLUTION

INFORMAL ISSUE RESOLUTION

It is only normal that when a group of people are living together that there will be disagreements, conflicts, or differences of opinion. This can also happen in your home communities. For example, in the community you will encounter a wide variety of people, including family members, friends, teachers, neighbors, police officers, doctors, nurses, co-workers, etc. You may not like all of these people, but it is important that you all learn to work and co-exist together.

The bottom line is this—your group serves as your own little mini-community while you are here. You play a big part in how well your community operates. Do you want your community to be full of disagreements, drama, and tension, or do you want to have a strong, peaceful, and calm community? By learning skills to interact with others while you are here, you will not only have a more productive and worthwhile stay, but you will also take these skills with you when you leave. To achieve this, the YRTC-G provides several informal ways of resolving issues in a positive manner.

It is our goal that YRTC-G staff and youth are able to openly discuss any conflicts that arise between them by talking the matter through in a calm, reasonable manner. These conflicts often provide a good opportunity for both youth and staff to practice their pro-social skills, including conflict resolution, receiving help, and making a complaint.

To help youth achieve a balanced group, YRTC-G has a process wherein youth can stop and talk about an issue, and hopefully reach a successful resolution with their group members.

This process is based on learning and using the pro-social skills and character traits to deal with issues with your individual group members or your

group as a whole. By learning and understanding the pro-social skills and character traits, you can then use them to do such things as help others, receive help, resolve conflicts, make a complaint, show empathy, etc. This also allows you to help your group members in a way that is not retaliatory or negative, but rather helps them understand that the behaviors they are showing are harmful to themselves and will not be acceptable when they return to their home communities. In turn, your group members will be able to help you, also. This process can also be an excellent opportunity if you want to let a group member or your group know what a good job they are doing and that you are proud of them.

ISSUE RESOLUTION GUIDELINES

Whenever you and your group members are talking through an issue, use the following guidelines that are a part of the 8 pro-social skills:

HELPING OTHERS

- **Identify what you are trying to resolve; be specific:** It is important when talking that the issue is exactly identified. Explain what the issue is and avoid using words like “always” or “never.” For example, if a group member was talking, it would be inappropriate to say, “You *never* follow the rules, you *always* talk when you are not supposed to.” It might be better to say, “I saw you talking during quiet time, and that is against the rules.” Also, do not include your personal feelings, just state the facts.
- **No personal attacks; think before you speak:** When talking about an issue, talk about the peer’s behaviors, not personality characteristics. For example, it would be wrong to say, “You are so *lazy*, this morning you made a mess everywhere!” I would be more helpful to say, “This morning I saw that you forgot to rinse the mop out and it dripped everywhere.” You point out your peer’s behavior, not what kind of person they are.

RECEIVING HELP

- **Point out only current issues:** Accept when a peer wants to discuss something with you; do not look for an issue to point out to them, past or present.
- **Take Responsibility:** When an issue is pointed out to you, whether you are in agreement or not, take responsibility for the role you might have had in the situation. Sometimes we do not always see the whole picture and might overlook our part in a situation. Be mature and take responsibility.
- **No Arguing or Bad Attitudes:** Remember, this is not an attack on you personally. There is no need to get defensive and try to prove your point

or demonstrate you are right. Take responsibility and be thankful that your peers are looking out for you.

EXPRESSING EMPATHY

- **Begin with a positive:** Start by telling the peer something positive about themselves. It is good to get recognized for things done right and peers might be more open to accepting areas they need to work on if they are also recognized for positive behaviors.
- **Talk to a peer with positive intentions:** Talk to a peer as you would want to be talked to. Be sincere and demonstrate that your intention is to help your group member.

FORMAL RESOLUTION: GRIEVANCE PROCEDURE

If you feel your rights have been violated, you may file a formal, written grievance using the following grievance procedure.

Disciplinary reports, e.g. violations, are not grievable through this grievance process. Youth wanting to appeal a disciplinary action or decision by the Disciplinary Committee should do so through the process outlined under the Discipline section of this handbook.

If you file a grievance report, you will not be subject to any disciplinary sanction or negative action as a result of your grievance. Your grievance will be investigated and you will be provided with a written answer or resolution to your grievance. You may not always receive the answer you want, but your voice will be heard.

The following are the steps to be followed in the formal grievance procedure:

1. To file a grievance, you must fill out a Step I Grievance Form. This form is available in most areas on campus. This form shall be filled out in your room.
2. The grievance must be filed within 20 days of the incident you are grieving.
3. The grievance process will start when you complete the section of the form titled, "Part A - Youth Request" and submit it to the Facility Operating Officer or assigned staff member. The person receiving the form will sign and date the form immediately following receipt.
4. The Facility Operating Officer or assigned staff member will conduct an investigation and communicate the result to the Facility Operating Officer and include a proposed resolution of the grievance.
5. The Facility Operating Officer/designee will review this information and forward a written response to you within 10 working days following receipt of the grievance. An explanation of the decision will be included in the response. Remember, you may not always receive the answer you wanted, but your grievance will always be dealt with and you will always receive an answer.
6. If you desire to appeal the suggested relief, you will obtain a new grievance form for an appeal to the Administrator of Office of Juvenile Services at 2802 30th Avenue, Kearney, Nebraska 68845.
7. If an appeal is filed with the Office of Juvenile Services Administrator, the necessary Step II Grievance Form Central Office Appeal must be submitted by mail within 10 days of the original Facility Operating Officer's/designee's response. The envelope shall be clearly marked to indicate it contains a grievance form. It shall be mailed in compliance

with the Department's rule governing privileged mail. You will complete "Part A - Reason for Appeal" and may include additional information with or on the grievance form, which will also be submitted to the Office of Juvenile Services Administrator.

8. The Office of Juvenile Services Administrator shall complete the appropriate portion of the grievance form and return to you within 15 working days from the receipt of the grievance. The Office of Juvenile Services Administrator may rely on the information contained in the original investigation or conduct another investigation. The Office of Juvenile Services Administrator is not bound by the Facility Operating Officer's/designee decision.
9. You may communicate grievances to persons outside the Department, including the office of the state ombudsman, legislators, attorneys, courts or other appropriate individuals or groups by writing a letter. The address for the Nebraska State Ombudsman is: PO Box 94604, Room 807 State Capitol, Lincoln, NE 68509-4604, (800) 742-7690.
10. Claims involving miscellaneous or tort claims for monetary damages may be filed pursuant to the State Tort Claims Act.
11. You will be permitted to circulate petitions for signatures as long as the petition does not violate or propose a violation of the Department's rules, state or federal law, or interfere with the security or good order of the facility. Petitions are a way to influence YRTC-G policy and procedures. The petition should specify what change(s) are being asked for. Youth wanting to circulate a petition should ask staff regarding the procedure for doing so.